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ABSTRACT

This publication represents the compilation of various statutes, regulations, state plan materials, and guidelines developed by the Office of Child Development of the California State Department of Education, which are applicable to subsidized child care service programs. It is the intent of these guidelines to assist eligible agencies in the development and maintenance of high quality child development programs. Sections of the document cover state administration, application, eligibility, admission and enrollment, fee schedule, staffing, program components, site and facilities standards, fiscal management, and agency administration. Some of the contents are mandatory, others are discretionary. A glossary of terms is included. (Author/RH)

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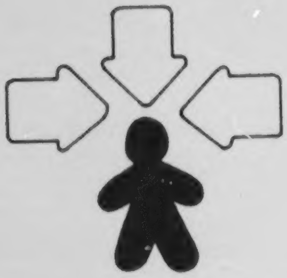

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Wilson Riles, Superintendent of Public Instruction
Sacramento, 1979

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NOTICE

This is a revised copy of Child Development Guidelines. Much of the information contained in the guidelines is not new and has been in effect for some time. Several changes and additions have been made, including a grievance procedure for state-funded agencies; a more extensive explanation of the fair hearing procedure for federally funded agencies; the use of the fee schedule; a more precise definition of training; Purchase of Service Agreements; eligibility for persons who have refused cash grant; the definition of the contract between the agency and the State Department of Education; and a change in how the indirect cost rate may be applied. Changes and additions are noted by an asterisk (*).

In the future you will receive changes as they occur so that outdated information can simply be discarded and replaced by current information.

The price of the 1979 Child Development Guidelines is $2.50 plus sales tax for California residents. Additional copies may be secured by writing to the Bureau of Publications Sales, California State Department of Education, P.O. Box 271, Sacramento, CA 95802.

PREFACE

It is the intent of these guidelines to assist eligible agencies in the development and maintenance of quality child development programs.

This publication represents the compilation of various statutes, regulations, state plan materials, and guidelines developed by the Office of Child Development of the California State Department of Education, which are applicable to subsidized child care service programs.

In 1972, the California Legislature passed Assembly Bill 99 (Education Code Section 16700 et sequens, revised in 1976 to Section 8200 et sequens) placing the administrative responsibility for all publicly subsidized child development programs within the State Department of Education. The Child Development Act provides the major legislative authority for the practices, procedures, and policies described in these guidelines. The guidelines outline current State Department of Education/Office of Child Development administrative practices and, where necessary, describe suggested and/or required procedures for implementation of the Education Code.

In many cases, the Education Code does not prescribe specific approaches but allows the Superintendent of Public Instruction to establish "rules and standards." In other cases, the code is explicit and allows no discretion. In either situation, the Superintendent of Public Instruction is the designated authority to administer California's child development programs.

In this publication, "shall" is mandatory and "may" is permissive. The looseleaf format will permit agencies to update the guidelines and regulations as they occur without requiring the Office of Child Development to prepare an entirely new publication.

Major responsibility for the compilation of these guidelines was assumed by Charlene E. Stewart, Consultant, Office of Child Development.

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100 INTRODUCTION

The Office of Child Development of the State Department of Education has the responsibility for administering a variety of programs for children. All programs, while possessing different titles which often refer to their original legislative designation, fall into one of two categories: (1) child care service programs; or (2) preschool programs. These guidelines cover those child development programs which provide child care services. Each child development program described herein reflects legislative acknowledgment of a need to be met and of specific child populations to be served in California.

A child development program is defined as a group of child care services provided for a period of less than 24 hours a day by public or private agencies. They consist of a variety of activities which include developmental and instructional activities for infants, preschool and school-age children, full- or part-day supervision in an approved program, and a full complement of other related services for children and their families. *

California has a long history of providing child care services, commencing with the passage of the Lanham Act of 1943. The Lanham Act established children's centers for children whose mothers were employed in wartime industries. The State Department of Education administered the children's center services, and the programs were operated mainly by local school districts.

CD Legislation

The federal Social Security Act (Title IV-A/62) provided the major funding for child care services administered by county departments of social welfare that contracted with local community-based agencies.

The first major step toward providing a truly comprehensive child development service occurred in 1972 when the California Legislature passed the Child Development Act (AB 99/72). This legislation placed the administrative responsibility for all publicly subsidized child development programs within the State Department of Education and further defined child development as including an educational component. Child development programs serve two purposes: (1) they provide a safe, healthy environment of supervision conducive to the development and growth of young children; and (2) they provide the opportunity for the parents of children to attain the capacity to support their family through employment or the preparation for employment. Child development programs have traditionally been made available to supplement rather than replace the care and support in the home during those times when the parents or parent must be away for employment and/or training purposes. State law mandates that the educational component be included as an integral part of the services that are offered.

CD Legislation (cont.)

An additional purpose of child development programs is to prevent or lessen child abuse or neglect. Child development services are provided to children whose need for protective service has been established by the county welfare department which has referred the family for child care. In such cases, child care may be utilized to alleviate family stress situations. Similarly, child care services are sometimes made available to the parents of multihandicapped children who are incapacitated and cannot give adequate care to their children without assistance.

In summary, with the advent of the Child Development Act, the State Department of Education: (1) assumed administration of the community-based programs (AB 282/72); (2) provided funds to county welfare departments for ongoing child care needs; (3) continued to administer the children's center programs; and (4) expanded child development programs to include innovative demonstration programs to meet specific child care needs.

Administrative Responsibilities

201 Administrative Responsibility

The administration of child development programs at the state level requires the Department of Education to assume the following responsibilities:

I. Develop and promote a full range of child care services that "are essential to the creation of a child development program which will meet a wide variety of child needs" (Education Code Section 8240);

II. Formulate and promote a child development program in all communities of the state "where the need therefor exists" (Education Code Section 8243);

III. Contract with local school districts, county superintendents of schools, and other public, private, and voluntary agencies to provide for such programs (Education Code Section 8244);

IV. Adopt rules and regulations that provide for procedures and standards for the accreditation of neighborhood family day care homes (Education Code Section 8245);

V. Adopt rules and regulations that shall include standards for determining eligibility and priority of services (Education Code Section 8248);

VI. Establish a fee schedule for families who are not recipients of AFDC or SSI/SSP benefits and who, therefore, may be required to help meet operating costs (Education Code Section 8249);

VII. Establish reasonable and uniform standards not in conflict with provisions of law for child development programs established and maintained under the provisions of the Child Development Act (Education Code Section 8251); and

VIII. Apportion state support for child care programs (Education Code Section 8247).

The State Department of Education, however, cannot adopt any rules or regulations which conflict with federal regulations for use of federal funds.

10

Program Descriptions

202 Program Types

The following child care service programs are currently administered by the State Department of Education: general child development programs, migrant child care, campus child care, county department of public social service contracts, school-age parenting and infant development, alternative child care, child care pilot study, and Indo-Chinese refugee child care.

I. General Child Care Programs

Children's Centers, County Contract Centers, and Innovative Programs (AB 99/72) are all very similarly structured. These child care programs operate under the same rules, regulations, and guidelines and are referred to as general child care programs.

General child care programs are open ten to eleven hours each day, five days per week, throughout the year. While some programs provide care for infants (ages zero--two years), most serve both preschool-age (two-five years) and school-age (six-fourteen years) children. These programs are operated at the local level by school districts, county offices of education, cities, colleges, and other public, private, and proprietary agencies. They provide basic supervision, development services, health services, nutrition, and related social services.

II. Migrant Child Care Programs

Migrant child care programs are designed to meet the needs of an ever-changing group of children for various short-term periods. Migrant families frequently move from county to county during the growing season. The bases used for determining overall child development needs must be modified to accommodate the special needs of the migrant child. The migrant child's bilingual and bicultural background is one of the special needs that must be provided for.

III. Campus Child Care Programs

The campus child care programs are intended primarily to care for the children of students on two-year and four-year college or university campuses. In addition, they frequently serve as training sites for students enrolled in child development programs at the college. They are much like other publicly supported group care facilities.

Program Descriptions (cont.)

IV. School-Age Parenting and Infant Development Programs

School-age parenting and infant development programs provide child development service to the children of school-age parents as well as offer courses in parent education to school-age parents and nonparents while they finish their high school program.

V. Alternative Child Care Programs

Alternative child care programs (AB 3059) were designed to test potential cost-reducing features and various delivery methods without lowering program quality.

VI. Indo-Chinese Refugee Child Care Program

The State Department of Education provided (FY 1976-77), on a limited basis, statewide comprehensive and integrated child development services to eligible children of Indo-Chinese refugees who qualified under the Indo-Chinese Migration and Refugee Assistance Act of 1975 (Public Law 94-24).

NOTE: A more detailed description of child development programs titled "Child Development in California" is available upon request from the Office of Child Development of the State Department of Education.

All CD Programs

203 Compliance Process

I. Each child care facility under contract with the Office of Child Development of the State Department of Education is reviewed to ensure compliance with applicable state and federal regulations.

A. The Facility Compliance Review monitors the safety and fire clearance requirements of the facility, center capacity, adult/child ratio, square footage, sanitary requirements, outside play area, health records, provisions for minor medical needs, and emergency procedures for fire, staff qualifications, and staff health clearances. *

B. The Fiscal Compliance Review monitors the fiscal and attendance procedures covering attendance accounting, expenditure accounting, and maintenance of supporting documents. *

All CD Programs (cont.)

II. Compliance Checklist

If, during either the Facility or Fiscal Compliance Review, an agency is found to be out of compliance with any of the regulations, a noncompliance checklist is prepared and presented to the agency's director, and an agency plan for correcting the out-of-compliance items is required within thirty (30) days. A reasonable time is allowed the agency to reach compliance. If this is not accomplished in a timely fashion, funds may be terminated. *

III. Certificate of Approval

Upon the successful completion of the Regulations Facility Compliance Review, each site will be issued a Certificate of Approval, valid for two years, to operate a child development program. The Certificate of Approval must be posted for public inspection at each approved facility. * *

300 APPLICATION

CD Programs

An application for a child development program is considered to be a part of the contract after it has been reviewed and approved * through a formal funding letter from the Department of Education. Approval is granted for two related items. They are: a description of the child care service to be provided to children and a budget completed in accordance with the California School Accounting Manual indicating the total budget amount. If an agency is renewing or is a currently operating agency, the budget amount must be based on the planning figure which was sent with the application package.

Funding for child development programs is contingent upon several factors, including the availability of funds, community needs and resources, and the quality of service to be provided.

Services that are provided under the terms of the child development contract with the SDE shall include, but not be limited to:

I. Counseling with parents to select the child development arrangement which can best meet the needs of the individual child; supervision and care in a comfortable, clean facility which meets standards prescribed in regulations;

II. Medical examinations required for admission to child development facilities when such examinations are not available through alternative means;

III. Meals and snacks, when provided as an integral part of the child care facility's service and the cost is not covered by any other public program;

IV. Educational developmental activities appropriate to the individual needs of children enrolled in the child care/development program;

V. Program activities designed to meet the special needs of families and children, including bilingual instruction, multicultural components, and adjustments for the handicapped;

VI. Assistance in obtaining other social services for the family and children included in the family plan which are related to adjustment to the facility, as well as referral for services for other family needs; and

VII. Parent education and parent involvement which encourages parent participation in the conduct and focus of the program.

CD Programs (cont.)

301 Eligible Agencies

I. Who may apply?

A. The State Department of Education/Office of Child Development (SDE/OCD) may enter into an agreement with a school district, county superintendent of schools, or responsible public, private, or proprietary agency for the provision of public subsidized child development services.

B. Private nonprofit agencies are required to submit copies of articles of incorporation with their application.

C. Applicant agencies may operate the program or contract with a delegate agency for operation of the program.

D. Jointly sponsored applications are not acceptable, though the Office of Child Development encourages coordination of resources. *

II. Letters of Intent

A. SDE will accept and maintain a file of letters of intent from all persons and from public, private, or proprietary agencies that are interested in providing subsidized child development services.

B. Interested agencies or persons should address letters of intent to:

The Assistant Superintendent of Public Instruction
Director, Office of Child Development
State Department of Education
721 Capitol Mall
Sacramento, CA 95814

302 Application Procedures

I. New Programs

If funds are available for new or replacement programs, OCD/SDE will:

A. Send applications to all agencies and persons that have submitted letters of intent to operate a new program. Applications for replacement programs in

CD Programs (cont.)

a given geographical area will be sent to those persons or agencies that have submitted letters of intent to provide services within the specified area delineated.

B. Review and rate the applications in accordance with objective criteria and procedures established for this purpose.

C. Inform the local applicant agency if the application has been approved or disapproved.

D. Send an official funding letter authorizing the approved local agencies to begin a program and to claim reimbursement for approved expenditures.

For all new programs, OCD/SDE is required to conduct a Facility Compliance Review before the agency can begin program operation. *

II. Renewed Programs

To renew a program that is currently operating, the Office of Child Development will:

A. Send applications to all currently operating programs that are in good compliance standing. Applications are usually sent out in the spring of the fiscal year.

B. Review and rate the applications in accordance with objective criteria and procedures established for this purpose.

C. Inform applicant agency if its application has been renewed or disapproved.

CD Applications

303 Application Information

I. Applicants are required to provide the following general information:[1]

A. Legal name and address of the applicant agency.

B. Name(s) and addresses of any delegate agency, if applicable.

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[1] Refer to Child Development Application and application instructions.

CD Applications (cont.)

C. Name, address, and phone number of applicant agency's executive officer or superintendent of schools.

D. Site name, location, phone number, and contact person's name.

E. Number and age of children served.

F. Hours, days of operation, and length of operating year.

G. Brief description of program.

H. Planned budget allocations in accordance with the California School Accounting Manual and a request for funds.

I. Description of each program component, which shall include procedures and activities used to meet program component[2] goals.

Campus CD Programs

304 Campus Child Development Application Information

I. Campus applications are rated on the following factors:

A. Assessment of need for child care of low-income students, parents.

B. Concise description of the planned program.

C. Coordination of campus community resources.

D. Identification of the source from which the local effort quarter (25 percent) match of funds or in-kind[3] service will be generated.

II. Campus CD programs may be operated by public or private nonprofit agencies:

---

[2] See Program Components, Section 800.

[3] For more details, see Funding and Reimbursement for Campus Child Care in Section 1000, Fiscal Management.

Campus CD Programs (cont.)

A. Eligible public agencies include school districts, offices of county superintendents of schools, other units of local general purpose government, community college districts, California State Universities and Colleges, and the University of California.

B. Private, nonprofit agencies, including private nonprofit postsecondary institutions and other private, nonprofit agencies incorporated under the laws of this state, are also eligible.

Migrant CD Programs

305 Migrant Child Development Application Information

The State Department of Education may enter into an agreement with school districts, county superintendents of schools, or any responsible public or private agency as the local operating agency for the provision of migrant child development services.

CD Programs

Participation in publicly subsidized child development programs has traditionally been limited to those children whose parents fall within state and federal eligibility standards. These standards have been subject to many changes over the years corresponding to changes in state and federal laws.

Prior to October 1, 1975, eligibility for participation in most cases was limited to current, former, or potential AFDC recipients.

Priorities for service were established within these eligibility standards, ranging from top priority for children of current AFDC parents to lowest priority for full-cost children. Current AFDC participants receive services at no cost to them, while the other categories of participants may be subject to a fee, based upon a schedule in accordance with the parent's income adjusted for family size.

Federal legislation enacting Title XX of the Social Security Act was signed into law in January, 1975, and restated eligibility standards for participation in publicly subsidized child care programs in terms of gross family income and family size. States were required to develop their own regulations to implement these standards. Accordingly, the State of California developed a Title XX Comprehensive Annual Social Services Program Plan which, beginning October 1, 1975, set forth the eligibility requirements for participation in publicly subsidized development programs.

Participation in child development programs (exclusive of preschool) is presently limited to the children of two categories of parents:

I. Those receiving public assistance under:

   A. The Supplemental Security Income/State Supplemental Program (SSI/SSP), which means an aged, blind, or disabled person who receives or is eligible to receive a monthly cash payment made by the Social Security Administration under the provisions of Title XVI of the Social Security Act; or

   B. Aid to Families with Dependent Children (AFDC), which means a dependent child, parent of the child, needy caretaker relative of the child, unemployed father, father, or a spouse of the parent who is mentally or physically incapacitated and whose needs are met in whole or in part by a cash money payment under the state program in accordance with Title XX of the Social Security Act.

CD Programs (cont.)

II. Families classified as income eligible are families whose annual gross income does not exceed 84 percent of California's median income for a family of four adjusted for consideration of family size.

While those eligible under category I may receive child development services free, those eligible under category II are charged in accordance with the fee schedule. *

401 Eligibility Requirements -- Child Development Programs

I. Eligibility

In order to be eligible for federal and state subsidized child development services, families must meet at least one requirement in both the eligibility and needs areas. A family must be either:

A. Current aid recipient.

1. Aid to families with dependent children (AFDC) receiving cash grant benefits; or receiving

2. Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits because of blindness or disability;

-or-

B. Persons eligible for a cash grant but who refuse it. Persons who are found eligible for a cash grant by the county welfare department but who refuse the cash grant can be considered as status recipients during the month in which they are found eligible for the cash grant. *

-or-

C. Income eligible.

1. Families whose gross monthly income[1] does not exceed 84 percent of the state's median income

---

[1] Gross income is defined as the total income before any mandatory or voluntary deductions.

CD Programs (cont.)

established according to the specific income levels stated on the current Child Development Fee Schedule. The fee schedule is adjusted yearly. Once a family is admitted to the program, its income may go up to 115 percent of the state's median income. *

-or-

D. Recipient of protective services for children.

1. Child development services under this category may be provided, regardless of family's income, to any child eighteen (18) years of age or younger who:

   (a) Has been determined by the protective services staff of a county welfare department to require protective services, and *

   (b) Has a written referral from county welfare department for child care services in accordance with its protective services plan;

-AND-

II. Need

Parents need the service because of one of the following:

A. Parents are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; *

1. The policy that "child care in support of an educational plan beyond the baccalaureate degree shall not be authorized" (SDH, 30-302.31) is applicable to all child development programs with the exceptions applying only to the following state funded programs: *

   (a) Campus child care programs that are currently providing services exclusively to families enrolled in graduate schools.

   (b) Enrollees who, for reasons of health or employment, must retrain. A waiver request must be made in writing for persons in this category. The waiver request should be mailed to the assigned program consultant, stating the reasons why the policy noted in II.A.1 above should be waived. A written response from the Office of

CD Programs (cont.)

Child Development must be received by the agency before proceeding to determine eligibility to child development services.

1. This training policy shall apply to all newly enrolled parents as of July 1, 1978, with the exceptions noted above.

2. No family currently enrolled in graduate or postgraduate programs or courses shall be denied child care services.

(c) Upon recertification to determine continued eligibility, the education plan of individuals enrolled in graduate program shall be carefully reviewed to determine whether progress is being made toward the vocational or academic goal specified in the individual enrollment documents.

-or-

B. Parents are seeking employment, and children are in need of care for a maximum of sixty (60) working days per fiscal year;

-or-

C. Parents are employed;

-or-

D. Parents are incapacitated;

-or-

E. Child's need for protective service has been established by written referral from the county welfare department (CWD) or an Office of Continuing Care Service Section or a Regional Center. The referral must state that the child is being neglected or abused or is at risk of being neglected or abused. *

-or-

F. Child has a medical or psychiatric special need which cannot be met without provision of child day care. *

-or-

CD Programs (cont.)

G. Parent has a medical or psychiatric need which cannot be met without provision of child day care. *

III. Agency staff shall meet in a face-to-face interview with parents to complete the Application for Child Development Services and Certification of Eligibility form. Eligibility determination, both initially and at the time of recertification, requires that the parent cooperate with the agency in supplying the necessary verification information in a timely fashion. *

Alternative CD

402 Eligibility Requirements - Alternative Child Care Program

I. Eligibility for subsidized child development services under the alternative child care program is based upon the family's need for service and the family's gross monthly income.

II. ACCP agencies may accept a child at risk of neglect or abuse from any community organization in addition to those specified in the regulations. *

III. Resource and referral services, funded under the alternative child care program, are open to all families, regardless of income;

Campus CD

403 Eligibility Requirements - Campus Child Development Services

I. Parents are eligible for Campus Child Development Services if:

A. They are enrolled in an approved academic or vocational program, or an educational work-in-training program in a public or private postsecondary institution leading to a degree or diploma. After July 1, 1978, child care in support of an educational plan beyond the baccalaureate degree shall not be authorized, except in campus programs that are currently providing services exclusively to families enrolled in graduate schools. *

A waiver to this policy may be requested in unusual individual situations. The agency should make a written request for a waiver to its assigned consultant, stating the circumstances of the matter and clearly indicating why a waiver should be approved. Approval or nonapproval

Campus CD (cont.)

of the waiver request will be sent to the agency in writing. The waiver request may be made only by agencies which are state funded, and

B. The family's gross income falls within or below the income levels stated on the SDE child development fee schedule.

II. Student families who are not eligible for state subsidy may be enrolled at full hourly program cost, providing the services rendered to all families are comparable.

Indo-Chinese CD

404 Eligibility Requirements - Indo-Chinese Child Care

I. Definition of "Indo-Chinese Refugee": An alien who has fled from and cannot return to Laos, Cambodia, or Vietnam because of persecution or fear of persecution on account of race, religion, or political opinion and has been exiled in the United States.

II. In order to be eligible under the refugee assistance program, the refugee must possess an identification form (Form I-94) issued by the Immigration and Naturalization Service (INS) indicating that the person either has been exiled in the United States or has been granted "voluntary departure" status. These forms are issued only one time and are good for the life of the recipient.

Since a dependent of a U.S. citizen may also possess a Form I-94, the certifying agency must inquire whether the person entered the United States as a dependent of a U.S. citizen and whether the relationship to the U.S. citizen is such that the person would be included under the repatriate program rather than the refugee assistance program.

III. Additional eligibility factors:

A. Status as cash grant recipients; or

B. Eligible because of protective services status, as determined by the county welfare department; or

C. Income eligible in accordance with the fee schedule.

Indo-Chinese CD (cont.)

IV. In addition to the eligibility requirements defined in Section 401, the following conditions must exist for Indo-Chinese refugee children:

A. Parents are engaged in training leading directly to a recognized trade, profession, or paraprofession; and/or

B. Parents are engaged in training in English as a second language; and/or

C. Children need care for a maximum of sixty (60) working days each year during which their parents are seeking employment; and/or

D. Parents are engaged in employment; and/or

E. Parents are incapacitated so they are prevented from giving adequate care without assistance; and/or

F. Child has been identified by a county welfare department as receiving protective services and has been referred to provider agency.

Migrant CD

405 Eligibility Requirements - Migrant Child Development Services

All children who enroll in Migrant Child Care Programs I or II must be registered on the Migrant Student Record Transfer System (MSRTS).[2] Children may be temporarily enrolled (30 days maximum) in the program while an MSRTS number is being processed for them. Migrant child development operators and directors are required to verify and record that the children enrolled in their programs are registered. The regional migrant director is responsible for registering all migrant children.

SPECIAL NOTE

Title XX eliminated the provision for group eligibility for social services as of March 31, 1976, and required that eligibility and need be determined on an individual basis. In the 1976-77 fiscal year, the SDE introduced four specially designed programs to ensure continuation of child care service to as many eligible migrant/rural agricultural families as possible.

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[2] See Glossary for definition.

Migrant CD
(cont.)

I. Eligibility for Programs I and II[3]

A. The child must meet the requirement as outlined below:

1. Be registered on the Migrant Student Record Transfer System; and

B. Parents must meet at least one condition in both the eligibility and needs requirements as outlined below: *

1. Eligibility - one of the following conditions must exist:

(a) Family must be currently receiving public financial assistance (current aid recipient);

(b) Family's annual income must fall within limits described as income eligible in the Title XX guidelines.

2. Need - One of the following conditions must exist:

(a) Parents are engaged in training leading directly to a recognized trade, paraprofession, or profession;

(b) Children need care for a maximum of sixty (60) working days each year during which their parents are seeking employment;

(c) Parents are engaged in employment;

(d) Parents are incapacitated so they are prevented from giving adequate care without assistance;

(e) Children have a written referral from a public or voluntary social service agency stating that they are neglected or abused;

(f) Children have a written referral from a public or voluntary social service agency stating that they are at risk of neglect or abuse; or

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[3] For program definitions, see Glossary.

Migrant CD (cont.)

(g) A school-age child is required to stay home from school in order to care for a younger child.

II. Eligibility for Program III

Funds are no longer available for this program.

III. Eligibility for Program IV

Child's family must meet the requirements for eligibility and need but need not be migrants.

IV. Migrant Eligibility Determination and Recertification

A. Eligibility shall be determined and certified by completion of the Application for Migrant Child Development Services.

B. The eligibility certification and documentation process shall be completed within thirty (30) days if the applicant was determined to have been eligible when services were initiated. In no event shall the effective date of eligibility be prior to the date of the application.

C. Each applicant shall be notified within thirty (30) days of the date of application as to his/her eligibility for child development services.

D. Each family shall be recertified as to its eligibility at least every six (6) months.

School-Age Parenting

406 Eligibility Requirements - School-Age Parenting and Infant Development Services[4]

I. To be eligible for the school-age parenting and infant development programs, parents must be enrolled in a secondary school; or working toward completion of a secondary school education resulting in a diploma; AND the parent must need care for the infant or toddler in order to continue with his/her education.

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[4] Refer to School-Age Parenting and Infant Development Guidelines for further details.

School-Age Parenting (cont.)

II. There is no minimum or maximum age the infant must attain to be eligible. The infant or toddler remains eligible until his/her parent(s) has graduated from high school.

III. Agencies shall provide opportunities for other secondary students to enroll in the parenting education components of the school-age program on an elective basis.

IV. Agencies shall provide opportunities to the pregnant student to enroll in the parenting education component of the program. The student should receive education in prenatal care, childbirth, parenting theory classes and practical experiences in the infant center.

V. Agencies shall inform the pregnant student of the services provided by the School-Age Parenting and Infant Development Program so that as soon as she is able after the delivery of her baby, the student may make the necessary transition into this program. This transition should provide for adjustments in her school curriculum so that the loss of school credits is kept at a minimum.

All CD Programs

407 Determination for Child Development Programs

I. Prior to enrollment, agencies shall determine and certify eligibility by completion of the following forms:

A. Application for Child Development Services and certification of eligibility and a determination of the primary recipient;[5] *

B. Notice of Action *

This form must be given or mailed to the applicant within 30 days after the application is filed. The form must state whether service has been approved or denied.

II. If, upon redetermination:

A. Child care service is to be terminated or changed (e.g., increase of child care fees), parents must receive a Notice of Intended Action and Right to Request a Fair Hearing form; *

-or-

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[5] See Glossary for definition.

All CD Programs (cont.)

B. If applicants are found to be ineligible for continued service, service may continue until the end of the month in which ineligibility is found. Applicants must be given ten days notice prior to discontinuance of service, as well as prior to making adverse changes in service. *

408 Verification

I. Agency shall verify current aid status by the aid number on the recipient's Medi-Cal card.

A. For assistance in understanding the aid numbers and categories, the following information is provided:

II. Participation in a Medi-Cal prepaid health plan shall also serve as verification for SSI and AFDC recipients. Prepaid health plans under contract with the Department of Social Services issue identification cards to their members. Identification cards may not be issued monthly; thus, current eligibility for SSI and AFDC recipients may need to be verified with the county welfare department eligibility worker. *

Persons who are eligible for a cash grant and refuse it may be admitted to day care as status recipients during the month in which the cash grant determination is made. However, grant eligibility beyond the month of initial determination cannot be verified through the county welfare department because these persons are not required to establish continued eligibility with the county.

A. The Medi-Cal card numbers utilize the following format:

County	Type of Aid	Serial No.	Family Budget Unit	Person's Number
00 (First Position)	00 (Second Position)	0000000 (Third Position)	0 (Fourth Position)	000 (Fifth Position)

1. The first two digits identify the service county. A list of the county codes is included at the end of this section.

2. The second two digits identify the aid category. In order to verify eligibility, the person must

All CD Programs (cont.)

receive a cash grant to be identified as a current recipient. Numbers that identify cash grants are as follows:

10 Aged	Aid to the Aged
20 Blind	Aid to the Blind
30 AFDC-FG	Aid to Families with Dependent Children - Family Group
32 AFDC-FG (MM)	Aid to Families with Dependent Children - Family Group (Money Management)
33 AFDC-U (MM)	Aid to Families with Dependent Children - Unemployed Parent (Money Management)
35 AFDC-U	Aid to Families with Dependent Children - Unemployed Parent
38 AFDC-CNST	Aid to Families with Dependent Children - (Children not in school or training and not receiving grant)
40 AFDC-BHI	Aid to Families with Dependent Children - Boarding Home and Institutions
40 AFDC-BHI-FED	Aid to Families with Dependent Children - Boarding Home and Institutions (federal participation, optional)
50 APSB	Aid to Potentially Self-Supporting Blind
60 Disabled	Aid to the Disabled
I-94 Refugee.	Indo-Chinese Children

The following are the numbers designated for each county as the portion of the state number that identifies the county. These digits are the first ones to appear in the Public Assistance case number.

All CD Programs (cont.)

COUNTY	COUNTY CODE NO.	COUNTY	COUNTY CODE NO.
Alameda	01	Orange	30
Alpine	02	Placer	31
Amador	03	Plumas	32
Butte	04	Riverside	33
Calaveras	05	Sacramento	34
Colusa	06	San Benito	35
Contra Costa	07	San Bernardino	36
Del Norte	08	San Diego	37
El Dorado	09	San Francisco	38
Fresno	10	San Joaquin	39
Glenn	11	San Luis Obispo	40
Humboldt	12	San Mateo	41
Imperial	13	Santa Barbara	42
Inyo	14	Santa Clara	43
Kern	15	Santa Cruz	44
Kings	16	Shasta	45
Lake	17	Sierra	46
Lassen	18	Siskiyou	47
Los Angeles	19	Solano	48
Madera	20	Sonoma	49
Marin	21	Stanislaus	50
Mariposa	22	Sutter	51
Mendocino	23	Tehama	52
Merced	24	Trinity	53
Modoc	25	Tulare	54
Mono	26	Tuolumne	55
Monterey	27	Ventura	56
Napa	28	Yolo	57
Nevada	29	Yuba	58

All CD Programs (Except Migrant)

409 Recertification

I. Agency must recertify and verify the eligibility of each family enrolled in a child development program:

A. Within thirty (30) days whenever the family size, income, or status changes, or

B. At least within every six (6) months. *

C. For recertification, agencies shall complete the application for child development and certification of eligibility and other eligibility certification forms as required. *

D. Agencies shall review and update, as necessary, the appropriate eligibility documentation for all recertifications.

Migrant CD Programs

"Application for Migrant Child Development Services and Certification of Eligibility" shall be used to recertify families for Migrant Programs I, II, and IV.

All CD Programs

501 Admission Procedures

I. Agencies shall develop written policies and procedures which shall include, but not be limited to, the following:

A. Admission criteria designed to guide in the selection of children who can benefit most from the program and services it has to offer.

B. Admission procedures appropriate to the individual program, policies, and needs and as required by these guidelines.

C. Admission policies which include a statement that the agency is operated on a nondiscriminatory basis, according equal treatment and access to services without regard to race, color, religion, national origin, or ancestry.

D. Admission criteria in writing and made available to the public.

E. An admission procedure which meets the following requirements:

1. A plan for parents to share in the decision about the admission of the child to the program and in all later decisions affecting the child.

2. A child admission plan that will allow for orientation of the child to the center.

F. The admission procedure shall include a personal interview or interviews with the parent(s) to exchange information and arrive at a joint decision about the admission of the child.

1. During the interview the parent(s) shall be given complete information about the agency. This shall include its program policies and procedures, activities, services, regulations, hours and days of operation, and other related information unique to the program.

2. During the interview, the agency shall obtain the following information for the records of each child enrolled:

(a) Child's name, birthdate and current address.

All CD Programs (cont.)

(b) Enrolling parent's(s') full name and the address(es) and telephone number(s), or guardian's name, address, and telephone number.

(c) Name, address, telephone (home and business), and signature of responsible person or persons who are authorized to take the child from the center, and person who can assume responsibility for the child in an emergency if for some reason the parent cannot be reached immediately.

(d) Name, address, and telephone number of physician to be called in an emergency.

(e) As a condition of enrollment, the local educational agency shall obtain the signed, written permission of the parent or guardian to obtain emergency medical treatment for the child in case the parent cannot be reached in an emergency. This subdivision shall not apply to any child whose parent(s) or guardian files with the local educational agency a statement in writing that they adhere to the faith and teachings of any well-recognized religious sect, denomination, or organization, and in accordance with its creed, tenets, or principles depend for healing upon prayer in the practice of their religion.

3. Health history, including immunizations and testing which are appropriate to the child's age.

4. Procedures for the care of the child when ill.

5. All health information required by the preadmission health evaluation.

502 Enrollment Priority

I. Agencies shall use the following priority schedule, developed pursuant to Education Code Section 8248, except where stipulated in these guidelines, when enrolling new families for child development services:

A. Children in protective services when child care is referred by the protective services staff of the local county welfare department as part of a services plan.

All CD Programs (cont.)

B. Current recipients (AFDC or SSI/SSP), or persons refusing AFDC cash grant, engaged in federal or state mandated education or training programs who require child care. *

C. Current recipients (AFDC or SSI/SSP), or persons refusing AFDC cash grant, who are employed or who are engaged in other than mandated training programs and require child care. *

D. Families for whom child care services are needed when referred by the local county welfare department for the purpose of preserving, rehabilitating, reuniting, or strengthening the family; or to assist family members in attaining personal independence.

E. Single parent income eligible family whose gross monthly income, at the time of initial enrollment, falls below the first step on the child development (CD) fee schedule[1] adjusted for family size, and who require child care in support of employment or training.

F. Intact income eligible family whose gross monthly income, at the time of initial enrollment, falls below the first step on the CD fee schedule, adjusted for family size, and who require child care in support of employment or training.

G. Single parent income eligible family whose gross monthly income, at the time of initial enrollment, ranges from the first step on the CD fee schedule to 84 percent of the state's median income, adjusted for family size, and who require child care in support of employment or training.

H. Intact income eligible family whose gross monthly income, at the time of initial enrollment, ranges from the first step on the CD fee schedule to 84 percent of the state's median income, adjusted for family size, and who require child care in support of employment or training.

I. Single parent income eligible family whose gross monthly income, at the time of initial enrollment, ranges from 85 to 115 percent of the state's median income, adjusted for

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[1] For current income levels see OCD fee schedule at the end of Section 600.

All CD Programs (cont.)

family size, and who require child care in support of employment or training. (This family would be required to pay full cost.)

J. Intact income eligible family whose gross monthly income, at the time of initial enrollment, ranges from 85 to 115 percent of the state's median income, adjusted for family size, and who require child care in support of employment or training. (These families would pay full cost.)

K. Other families who require child care but who do not fall into any of the above categories. (These families would pay full cost.)

Campus CD Programs

503 Enrollment Priority - Campus Child Development Programs

I. Student parents who are eligible for services shall have preference for enrollment based on the following priorities:

A. Parents who are students at the particular campus where program is located.

B. Parents with the lowest income, within $100 increments, adjusted for family size.

II. Parents who have been assigned the same priority based on A and B above shall be enrolled in the following priority order:

A. Single parent families.

B. Two-parent families when both parents are students.

-or-

C. Two-parent families when one parent is a student and the other is working.

Migrant CD Programs

504 Enrollment Priority - Migrant Child Development

I. In determining which children shall have preference for participation in the Migrant Child Care Program, the following priority factors shall be used:

A. Migrant Student Record Transfer System (MSRTS) children living in state subsidized housing.

Migrant CD Programs (cont.)

B. MSRTS children not living in state subsidized housing.

C. Resident agricultural workers.

School-Age Parenting

505 Enrollment Priority - School-Age Parenting and Infant Development

I. Each local agency shall establish priority for:

A. Admitting school-age parents into the School-Age Parenting and Infant Development Program.

B. Admitting pregnant students and nonparent students into the parent education component.

-AND-

C. The local agency shall specify its established priorities for services in the application submitted to the State Department of Education.

All CD Programs

506 Waiting List

Each agency shall maintain a waiting list in accordance with the enrollment priorities.

507 Priorities for Displacement of Families

I. When services must be curtailed due to limitations on the availability of federal and/or state funds for child development services, children served through these federal and/or state funds shall be displaced in the following order:

A. Intact income eligible families whose income, at the time of initial enrollment, was at or below 84 percent of the state's median income, but who now have income falling within the extended fee schedule range of 85 to 115 percent of the state's median income.

B. Single parent income eligible families whose income, at the time of initial enrollment, was at or below 84 percent of the state's median income, but who now have incomes which fall within the extended fee schedule range of 85 to 115 percent of the state's median income.

All CD Programs (cont.)

C. Families who fall in the priority categories stated in Subsection 502, commencing with priority Group H and going in reverse order, ending with priority Group A.

All CD Programs (Except Migrant)

508 Individual Basic Data File

I. The agency shall maintain an individual family data file for each family receiving child development services. This file must be kept at the agency or site and must contain:

A. A signed application.

B. Documentation of eligibility.

C. Assessment of the need for services.

D. Establishment of a fee, if appropriate.

E. Description of service provided.

F. The national goal to which child development service is directed.

G. Other data as required.

II. The forms used for determination of eligibility provide all of the above information. Therefore, these documents should be filed in the family's individual basic data file.

All CD Programs

509 Confidentiality of Information

The use or disclosure of financial or other information maintained in the individual basic data file concerning enrollees and their families will be limited to purposes directly connected with the administration of the child development program. No other use of this information shall be made without the parent's prior written consent. Parents shall have access to all information contained in their children's individual basic data files.

Federally Funded Programs

510 Fair Hearing Procedures

I. Authority *

The fair hearing is an administrative review which is available to applicants or recipients of social services under

Federally Funded Programs (cont.)

Title XX as required by Title 45, Code of Federal Regulations, Section 228.14, and Welfare and Institutions Code Section 10950.

A. Federally funded agencies shall furnish each applicant for child development services and each recipient, if service is to be initiated, changed, terminated, or denied, a Notice of Action form which contains information on how to file a fair hearing claim. Such notice must be given ten days prior to the effective date of action.

   1. Change includes change in number of hours of child care (increase or decrease), change in the amount of fee, change in family size, change in family income, change in need status, and change in eligibility.

B. Parents of federally funded child development programs may choose to file a fair hearing claim with the Office of Chief Referee.

The fair hearing request from the recipient of service must be in writing, but need not be on a prescribed form, although it should state the action or inaction appealed against and give the reasons for dissatisfaction. The Office of Child Development Notice of Action forms (CD-6611 and CD-6611A) contain information about the fair hearing process on their reverse sides, along with fill-in spaces and mailing instructions. There are specific requirements for adequate and timely notice. *

II. Timely Filing of Request for Fair Hearing *

The filing date of the claimant's request for fair hearing is the date the claimant mails, or otherwise submits, such request to the Office of the Chief Referee. That is:

A. If the request is filed with a county which has been authorized by the Office of the Chief Referee to receive hearing requests, the filing date is either the date of the postmark if the request is mailed to the county, or the date the request is stamped received by the county if the request is hand-delivered.

B. If the request is mailed to the Office of the Chief Referee, the filing date is the date of the postmark.

Federally Funded Programs (cont.)

C. If it cannot be established by guidelines A or B, the filing date is the date that the request is signed.

D. If it cannot be established by guidelines A, B, or C, the filing date will be three days earlier than the date the request is stamped received by the Office of the Chief Referee.

*

III. Scheduling

Fair hearing requests are mailed by the applicant/recipient to the Office of the Chief Referee, Department of Social Services. That office acknowledges receipt of the fair hearing request and sends a copy of it to the administering agency responsible for the action. In some instances, acknowledgement and scheduling of the date and time for the fair hearing take place in one letter. Fair hearings are usually scheduled in the offices of local county welfare departments, but they may also be scheduled in the local agency by special arrangement.

Notice of the date, time, and place of the fair hearing is given by the Office of the Chief Referee at least ten (10) days in advance. Nonappearance by either the appellant or the agency may result in dismissal or a decision based on the record alone.

*

IV. Services Pending

Services must continue or be restored if an appellant files a fair hearing request within ten (10) days of receipt of the Notice of Action. Upon receipt of notice that a fair hearing has been filed, the agency should compare the filing date of the fair hearing request to the mailing date of the Notice of Action and restore or continue service delivery if the request was filed within ten days of the notice. If the fair hearing request was not filed within ten (10) days of the notice appealed against, the services need not continue. An automatic restoration of services depends solely on the filing of a timely hearing request. If services continue as a result of the timely filing of the fair hearing request, then the referee will decide at the hearing whether to continue services or not.

*

V. Review Action by Agency

Once you have been notified by the Office of the Chief Referee that a hearing request has been filed, review the

Federally Funded Programs (cont.)

action to determine whether it was correct and still represents the agency's position. If the action was defective, initiate corrective procedures (including corrected notice if necessary), and contact the claimant to offer the correction. If the correction satisfies the appellant, then invite him/her to send a written withdrawal of fair hearing request directly to the Office of the Chief Referee, Department of Social Services. The appellant is the only one who can withdraw the fair hearing request, but you may assist in writing and mailing the withdrawal letter.

VI. Preparation Position Statement *

If the agency intends to stand on the action indicated in the notice, then draw up a "Position Statement" for submission to the referee at the hearing. The statement should include:

A. Date of the Notice of Action or action appealed against.

B. Brief description of the issue from the agency point of view.

C. A description of the reasons for the agency's action, with supporting evidence.

D. Citation of applicable laws or regulations.

Attach any policy statements or memos you wish to submit in support of your position, or reference state law, policy, or regulatory provisions involved. Be prepared to submit one copy of the position statement to the referee at the hearing. In general, the position statement should represent all the documentary evidence the agency wants considered at the hearing.

VII. The Fair Hearing *

An impartial referee assigned by the Office of the Chief Referee conducts the hearing. The referee determines who shall be party to the hearing, accepts oral and documentary evidence, and makes a recording of the proceedings.

The appellant may be represented by an authorized representative or other advocate, including a lawyer.

Federally Funded Programs (cont.)

The agency should be represented by a person in an administrative capacity who is responsible for the correctness of the action taken and who will be able to present information and explain the reasons for the action. The person who represents the agency shall have jurisdiction to commit the agency to corrective measures on an individual case or to present the agency's final position on the action under review. The agency representative is also responsible for presenting a written summary called a "Position Statement," treated above, to the referee for the hearing record.

The referee may hold the hearing record open only for a limited time and will usually indicate whether the record is to be closed or held open at the end of the hearing. When the hearing record is closed, the referee will write a decision based on the evidence introduced at the hearing, and will submit this proposed decision for adoption by the Director of the State Department of Social Services. By statute (Welfare and Institutions Code 10957), the referee's proposed decision is due within 75 days after the conclusion of the hearing. Thereafter, the Director has 30 days in which to adopt the referee's proposed decision, issue an alternative decision, or order a rehearing.

Once a decision is adopted, a written summary is mailed to all affected parties, including the appellant and the responsible agency. The adopted fair hearing decision may dismiss or deny the claim, may grant the claim in whole or in part, or may remand the issue to the provider agency.

VIII. Compliance *

If the fair hearing order results in an approval or a grant for the recipient, then the agency is required to take the corrective actions as indicated by the order and submit a compliance report to the Office of the Chief Referee on forms provided for that purpose.

Compliance actions are due immediately on receipt of the order, and the compliance report should be mailed within 30 days of receipt of the adopted decision.

IX. Rehearing Requests *

Upon receipt of an adopted fair hearing decision, either party may request a rehearing within 30 days (Welfare and Institutions Code Section 10960). Compliance with the

Federally Funded Programs (cont.)

adopted order is still required, even though a rehearing is requested. Agencies may request a rehearing if they believe the decision does not reflect established policy, or that a question of fact or judgment has been decided erroneously based on the evidence introduced at the hearing. Instructions for requesting a rehearing appear at the top of each hearing decision. Rehearing requests will be considered only if filed within the allotted 30 days, and can be granted only if a good reason exists for reviewing the adopted decision.

X. Assistance with Procedures *

Problems with scheduling or special circumstances involving a fair hearing may be addressed by phone, or by writing to:

Public Inquiry and Response Unit
744 P Street
Sacramento, CA 95814
Phone: (916) 322-2400

State Funded Programs

GRIEVANCE PROCEDURE FOR STATE FUNDED CHILD DEVELOPMENT PROGRAMS OPERATED BY SCHOOL DISTRICTS *

I. Authority:

California Administrative Code, Title 5, Section 3948
Title 45, Code of Federal Regulation, Section 116.7 (b)

II. Any person, including any parent of a pupil enrolled in a child development program, may file a complaint in written form with a district alleging a matter which, if true, would constitute a violation of law or regulation governing such program. Persons must be notified of their right to file a complaint and be informed of the procedures to be used by the district for responding to complaints. This information shall be available to any interested person.

A. Each person or organization filing a complaint must do so in writing to the district superintendent. The details of the complaint must be specified and should be accompanied by any relevant facts concerning the complaint.

B. Upon receipt of the complaint, the district superintendent, or his designee, shall investigate the complaint and report the disposition of the complaint to the school district governing board within 30 working days of receipt of the complaint.

State Funded Programs (cont.)

C. The disposition of the complaint, along with relevant reasons for the decision, shall be provided in written form to the complainant in a language best understood by the complainant.

D. If the complaint issue is not resolved to the satisfaction of the complainant, the district board of education shall forward to the Superintendent of Public Instruction a copy of the complaint and a report of the investigation procedures and action taken by the district. The report shall include dates, places, and, if possible, copies of documents submitted for review, and summary reports of the discussion and conclusion reached. This report shall be forwarded within ten working days following the date when the complaint was first presented to the school district governing board.

E. The school district governing board shall inform the complainant(s) of his or her (their) right to appeal the district action taken to the Superintendent of Public Instruction. Notification of the right to appeal shall be provided to the complainant by the school district governing board at the time the complaint is under consideration or by registered mail within five working days following the district board of education meeting. The district should offer assistance to the complainant in appealing the district action. A copy of the complaint and action taken shall be reported by the Superintendent of Public Instruction to the U.S. Commissioner of Education.

GRIEVANCE PROCEDURE FOR STATE FUNDED PROGRAMS OPERATED BY PRIVATE PROPRIETARY AND PRIVATE NONPROFIT CORPORATIONS *

I. Authority:

California Education Code sections 8251 and 8404

II. The grievance procedure is an administrative process which allows a parent or other interested person an opportunity to have a written complaint. A complaint received by an agency of the Office of Child Development may be filed alleging a matter which, if true, constitutes a violation of law or regulation. Information notifying persons of their right to file a complaint should be widely disseminated, as should information describing the procedure for responding to complaints.

State Funded Programs (cont.)

A mechanism which allows for a fair and open airing of the complaint must be set up within the local provider agency.

The following procedure should be followed.

A. The dissatisfied person should present, in written form, his/her complaint. The parent or other interested person should submit a written complaint to the executive officer of the governing board. The complaint must be submitted prior to the effective date of the action.

B. The executive officer of the governing board shall acknowledge receipt of the complaint in writing within 5 days following its receipt.

C. Within 30 days following receipt of the complaint, the governing board or a committee of the board shall convene a meeting to hear the complaint and render a decision on the matter or it may delegate this responsibility to a committee of the board. If a committee hears the complaint, the board shall ratify the committee's decision so that the decision stands as a decision of the board. The decision shall be forwarded in writing to the complainant within 10 days.

D. If the complainant remains dissatisfied, he/she may appeal to the Office of Child Development by writing to the assigned consultant to request a hearing of the matter. The request should include copies of any written materials relevant to the matter, including the written decision of the provider agency's governing board.

E. Within 10 days following receipt of the request, the Office of Child Development shall notify the complainant of receipt of the complaint and of the date scheduled for the hearing.

   The hearing will be held in a place and at a time convenient to the complainant.

F. The Office of Child Development shall provide a written decision on the matter; and it shall be forwarded to the complainant, to the agency executive officer, and to the Office of Child Development file folder no later than 5 days after the hearing with the Office of Child Development.

State Funded Programs (cont.)	At points C and E, participants should include at least the complainant and the agency person (such as executive director, project director or head teacher) whose decision gave rise to the complaint. Office of Child Development participants will include the assigned consultant and his/her administrator. The Office of Child Development can determine if others need to be involved. Both the agency person and the complainant should come to the hearings with written statements and copies of any regulations or guidelines which support their point of view. If the complaint is because of termination of service, service must continue until a final decision is reached or until the complainant withdraws the complaint.

I. The legal basis for the fee schedule is:

A. California Education Code Section 8249.

B. Title 45, Code of Federal Regulations, Section 228.62.

C. Annual Statewide Social Service Plan, 1977-78, published by the State Department of Health.

All CD Programs

601 Application of Fee Schedule

I. A family fee schedule for child development services must be used by all child care programs that are funded with state or state/federal funds in California. *

602 Policy on Use of the Fee Schedule

I. The appropriate fee schedule shall apply statewide to all families who are eligible for subsidized child care, as follows: *

A. Families who were initially enrolled in subsidized child care at or below 84 percent of the state's median income, adjusted for family size (above the 84 percent line on the fee schedule) continue to be eligible on the fee schedule until the family income exceeds 115 percent of the state's median income, adjusted for size of the family. The maximum income that initial applicants for subsidized care may have is noted on the bottom of the fee schedule.

General and ACCP Programs

1. The family fee schedule applicable to General and Alternative Child Care programs is CD 9608a. This fee schedule defines enrollment in terms of three categories: *

   a. Half-time enrollment being fewer than 25 hours per week

   b. Part-time enrollment being for 25 to 39 hours per week

   c. Full-time enrollment being for 40 or more hours per week

Campus CD Programs

2. The family fee schedule applicable to Campus Child Development programs is CD 9608b. This fee schedule defines enrollment in four categories: *

47

Campus CD Programs (cont.)

a. Quarter-time enrollment being 10 or fewer hours per week

b. Half-time enrollment being for 11 to 25 hours per week

c. Part-time enrollment being for 25 to 39 hours per week

d. Full-time enrollment being for 40 or more hours per week

County Welfare Departments

3. The family fee schedule applicable to county welfare departments is CD 9608c. This fee schedule defines enrollment in terms of hours. *

II. No fee shall be paid by:

All CD Programs

A. Families who are current recipients of cash grant (AFDC, SSI/SSP) benefits.

B. Families whose gross monthly income is less than the first step on the fee schedule, determined by the number in the family.

C. Any child, without regard to income, whose goal is protection, providing that:

1. Child welfare personnel in the county welfare department have determined the service is necessary for the successful delivery of social services; and *

2. There is active county welfare department involvement in the case to assure identification and delivery of all needed protective social services; and

3. The family record contains a referral from county social services for the period for which care is provided.

D. Families enrolled in School-Age Parenting and Infant Development programs.

III. A fee shall be levied for subsidized children on the basis of enrollment. No deduction is made from the fee for absences. *

IV. The fee schedule provides payment for all of the components of child care; special fees may not be levied for any component of care (e.g., a breakfast program).

All CD Programs (cont.)

V. The provider agency will document and retain for future audit all records of fiscal transactions related to the collection of fees.

603 Family Fee

I. Families eligible for care shall pay the full fee amount, as indicated on the fee schedule, for the child who is enrolled for the longest period each day.

II. Fees will not be levied for other eligible children from the same family. The family with more than one eligible child enrolled for the same period each day will pay a fee for only one child.

III. In determining the family fee, all payments for child care made by the family in other state subsidized and nonsubsidized child care programs shall be taken into consideration and deducted from the family fee amount. These child care payments shall be verified by the state subsidized child care provider by written receipt and/or canceled check. Determination of the family fee is based on:

A. Family income as defined herein;

B. Number of family members comprising the basic family unit; and

C. Hours of child care services provided to the family.

604 Determining the Basic Family Unit

Code of Federal Regulations Section 228.1 is amended to define family as follows:

I. Family means the basic family unit consisting of one or more adults and children, if any, related by blood or law, and residing in the same household. When adults, other than spouses, reside together, each may be considered a separate family. Children living with nonlegally responsible relatives, emancipated minors, and children living under the care of unrelated persons may also be considered one-person families.

II. In determining family size, it is necessary to identify the basic family unit and the number of members comprising

All CD Programs (cont.)

that unit. The basic family unit shall be defined in one of the following ways:

A. When one or more adults and children are related by blood, marriage, or adoption and reside in the household, they comprise a basic family unit.

Examples:

1. Mr. and Mrs. A. are married and have two sons. They all live in the same household. This family's basic unit numbers four (4).
2. Mr. and Mrs. B. are married and have adopted a daughter. They all live in the same household. This family's basic unit numbers three (3).
3. Mrs. C. and her daughter live in the same household. Mr. C. is separated from Mrs. C. and does not live with Mrs. C. or his daughter. The basic unit for this family numbers two (2), Mrs. C. and her daughter.
4. Mrs. D. is remarried. She lives with her husband, Mr. D., and her son, John, by her previous marriage. Mr. D. is John's stepfather. The basic unit for this family numbers three (3), Mr. D., Mrs. D., and John.
5. Mr. F. is divorced and has legal custody of his son. He marries Mrs. Q. They all reside within the same household. The basic family unit for this family numbers three (3), Mr. F., Mrs. F. (formerly Mrs. Q.), and Mr. F.'s son.
6. Mrs. W. is divorced and has two children from her previous marriage. Mr. Z. is divorced and has one child from his former marriage. Mr. Z. marries Mrs. W. and they, with their respective children, all live in the same household. The basic family unit for this family numbers five (5), Mr. Z., Mrs. Z. (formerly Mrs. W.), Mrs. Z's two children, and Mr. Z.'s one child.

B. When related adults, other than spouses, or unrelated adults reside together, each may be considered a separate family.

All CD Programs (cont.)

Examples:

1. Mrs. A. and her daughter live with Mrs. A.'s parents. The basic unit for this family is two (2), Mrs. A. and her daughter. Mrs. A's parents (the grandparents) are not included in determining the number of family members.

2. Mrs. B. and her two sons live in the same house with their friends, Mrs. X. and her son. Mrs. B. and her two sons comprise a basic family unit of three (3). Mrs. X. and her son comprise another basic family unit of two (2).

3. Mr. C. and his two sons live in the same house with their friend, Mr. W. Mr. C. and his two sons comprise a basic family unit of three (3). Mr. W. forms another basic family unit, in this case, of one (1).

C. Children living with nonlegally responsible relatives, emancipated minors, and children living under the care of unrelated persons may be considered one-person families.

Examples:

1. As part of her protective services plan, Suzie is placed in a foster home and is also referred by the county welfare department for child care services. Suzie, an aid status recipient, is the primary recipient for child care. Although she is living under the care of unrelated persons and is a one-person family, the size of Suzie's family or the foster family and the income of either family are not considerations for determining Suzie's eligibility or child care fee. Because she is an aid status recipient, Suzie is eligible for child care and is not required to pay a fee.

   However, if child care for Suzie was needed in order to allow the foster parents to work, then they are the primary recipients for child care, not Suzie. In this situation, the foster family's eligibility would need to be determined.

All CD Programs (cont.)

2. Jim's parents are no longer living. He is living with his grandfather who is Jim's legal guardian.[1] Jim, the primary recipient, is considered a one-person family because he is living with a nonlegally responsible relative. Therefore, Jim's basic family unit is one (1). The grandfather's income should not be considered in determining the child care fee.

   However, if child care was needed for Jim to allow the grandfather to work, the grandfather would be the primary recipient and his income would need to be considered in determining his eligibility. In this two-person family, both Jim's income, if any, and the grandfather's income are counted.

III. The child care fee is based on the family size (number of persons comprising the basic family unit) and the family's total gross monthly income. The relationship of the stepfather in determining the child care fee is as follows:

A. The stepfather is part of the basic family unit.

1. Since the mother and stepfather are related by marriage, they are, in terms of the Code of Federal Regulations Section 228.1, a family. Therefore, the stepfather is to be considered a member of the basic family unit in establishing family size. He is part of the basic family unit, even when he does not legally adopt the children.

B. The stepfather's income is part of the family's gross monthly income.

1. When child care is provided to allow the mother's participation in employment or training, the mother is the primary recipient for child development services, not the children. Therefore, the stepfather's responsibility to the stepchildren, or lack of it, is not a relevant consideration in this situation.

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[1] Even though Jim's grandfather is the legal guardian, he is not legally financially responsible for Jim. As a legal guardian, the grandfather is responsible for Jim's safety and behavior. If Jim is receiving aid benefits, his status would be either SSI/SSP or AFDC recipient. If Jim is not receiving any aid, his status would be Income Eligible and his income $0, unless he had some source of income.

All CD Programs (cont.)

2. The stepfather's income is available to the mother as part of the marriage contract. Consequently, his income, even if he has not legally adopted the children, is to be considered in establishing the family's total gross monthly income.

C. If for some reason, the stepchild is certified as the primary recipient for child development services, e.g., medical or psychiatric special need of the child, he, his mother, and the stepfather would comprise the family basic unit. The income earned by both the mother and stepfather should be considered in establishing the family's total gross monthly income. *

605 Income and Income Verification

I. For the purpose of computing the family fee, income shall be defined as monthly gross income. Monthly gross income is the total money earned or bestowed during the preceding month from any and all sources listed in Subsection 606, excluding only income subject to deduction indicated in Subsection 607. *

II. Family income for the month immediately preceding the month of application or recertification shall be verified. Since that amount of income may not be representative of income received in future months, the responsibility of applicants/recipients to report income changes shall be stressed. The responsible child development staff person shall document verified income by entering the source, amount, check number, and date of check on the appropriate application form. The initials of the staff person entering this information and the date the information was recorded shall appear on the application.

606 Sources of Monthly Gross Income[2]

I. Monthly gross income means the monthly sum of income received by an individual from the following sources that are identified by the U.S. Census Bureau in computing the median income:

A. Money wages or salary--i.e., total money earnings received for work performed as an employee, including wages, salary, Armed Forces pay (taxable income only), *

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[2] Code of Federal Regulations, Section 228.66(a).

All CD Programs (cont.)

commissions, tips, piece-rate payments, and cash bonuses earned before deductions are made for taxes, bonds, pensions, union dues and similar purposes.

B. Net income from nonfarm self-employment--i.e., gross receipts minus expenses from one's own business, professional enterprise or partnership. Gross receipts include the value of all goods sold and services rendered. Expenses include cost of goods purchased, rent, heat, light, power, depreciation charges, wages and salaries paid, business taxes (not personal income taxes), and similar costs. The value of salable merchandise consumed by the proprietors of retail stores is not included as part of net income.

C. Net income from farm self-employment--i.e., gross receipts minus operating expenses from the operation of a farm by a person on his own account, as an owner, renter, or sharecropper. Gross receipts include the value of all products sold, government crop loans, money received from the rental of farm equipment to others, and incidental receipts from the sale of wood, sand, gravel, and similar items. Operating expenses include cost of feed, fertilizer, seed, and other farming supplies, cash wages paid to farmhands, depreciation charges, cash rent, interest on farm mortgages, farm building repairs, farm taxes (not state and federal income taxes), and similar expenses. The value of fuel, food, or other farm products used for family living is not included as part of net income.

D. Social Security includes Social Security pensions and survivors' benefits and permanent disability insurance payments made by the Social Security Administration prior to deductions for medical insurance and railroad retirement insurance checks from the U.S. Government.

E. Dividends, interest (on savings or bonds), income from estates or trusts, net rental income or royalties include dividends from stockholdings or membership in associations, interest on savings or bonds, period receipts from estates or trust funds, net income from rental of a house, store, or other property to others, receipts from boarders or lodgers, and net royalties.

F. Public assistance or welfare payments include public assistance payments such as AFDC, SSI, State Supplemental Program payments, and general assistance.

All CD Programs (cont.)

G. Pensions and annuities include pensions or retirement benefits paid to a retired person or his or her survivors by a former employer or by a union, either directly or through insurance company; periodic receipts from annuities or insurance.

H. Unemployment compensation means compensation received from government unemployment insurance agencies or private companies during periods of unemployment and any strike benefits received from union funds.

I. Workers' compensation means compensation received periodically from private or public insurance companies for injuries incurred at work. The cost of this insurance must have been paid by the employer and not by the person.

J. Alimony.

K. Child support.

L. Veterans' pensions means money paid periodically by the Veterans Administration to disabled members of the Armed Forces or to survivors of deceased veterans, subsistence allowances paid to veterans for education and on-the-job training, as well as so-called "refunds" paid to ex-servicepeople as GI insurance premiums.

607 Exclusions from Monthly Gross Income[3]

I. Excluded from computation of monthly gross income are the following:

A. Per capita payments to, or funds held in trust for, any individual in satisfaction of a judgment of the Indian Claims Commission or the Court of Claims.

B. Payments made pursuant to the Alaska Native Claims Settlement Act to the extent such payments are exempt from taxation under Section 21(a) of the Act.

C. Money received from sale of property, such as stocks, bonds, a house, or a car (unless the person was engaged in the business of selling such property, in which

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[3] Code of Federal Regulations, Section 228.66(b).

All CD Programs (cont.)

case the net proceeds would be counted as income from self-employment).

D. Withdrawals of bank deposits.

E. Money borrowed.

F. Tax refunds.

G. Gifts.

H. Lump sum inheritances or insurance payments.

I. Capital gains.

J. The value of the coupon allotment under the Food Stamp Act of 1964, as amended, in excess of the amount paid for the coupons.

K. The value of USDA donated foods.

L. The value of supplemental food assistance under the Child Nutrition Act of 1966 and the special food service program for children under the National School Lunch Act, as amended.

M. Any payment received under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

N. Earnings of a child under fourteen (14) years of age (no inquiry shall be made).

O. Loans and grants, such as scholarships, obtained and used under conditions that preclude their use for current living costs.

P. Any grant or loan to any undergraduate student for educational purposes made or insured under any program administered under the Commissioner of Education Act.

Q. Home produce utilized for household consumption.

SPECIAL NOTE

Section 61(a) of the Internal Revenue Code of 1954 provides that gross income means all income from whatever source derived unless specifically excluded by some other provision of the law. The

All CD Programs (cont.)

National School Lunch Act and Child Care Regulations specify that the value of assistance to children under the Act shall not be considered to be income or resources for any purposes under any federal or state laws, including laws relating to taxation and welfare and public assistance programs. Therefore, the IRS has concluded that the payments for operators of family and group day care homes under the Child Care Food Program are not includible in gross income.

Migrant CD Programs

608 Fees for Seasonal Workers

In determining family income of seasonal workers, do not use current monthly income to compute the fee. Instead, derive an average of income earned during the prior twelve-month period and compute the fee accordingly. Gross monthly income for seasonal employment is the average income for the past twelve-month period. Since migrant families use an eligibility declaration form, no verification of income is required by the agency.

All CD Programs

609 Collection of Fees

I. When the child is receiving services in an out-of-home care facility, fees shall be collected in advance.

II. Families of children who receive care through a vendor payment arrangement may either pay the fee directly to the vendor, or it may be collected and paid as part of vendor payment remittance. Fees that are included within the vendor's payment are to be computed in accordance with provisions of the fee schedule, and they are to be identified separately in the vendor's remittance advice to the agency that provides the child care service. *

III. All programs shall maintain records of each parent's fee per hour and total weekly fee assessed. These records are to be kept on file for audit review.

IV. A record shall be kept in the basic data file of the effective date of each change in the assessed fee. *

V. Each individual who pays a fee will receive a written receipt indicating the amount paid, date, hourly or weekly rate, and the period of child care service purchased with payment of the fee. A copy of the receipt will be retained by the child care provider.

All CD Programs (cont.)

610 Delinquent Fees

I. Each agency shall collect fees and provide a billing procedure for collecting past due accounts. Failure on the part of the parent to keep payments current can lead to the termination of child development services.

A. Determination of delinquent fees.

1. Fees shall be considered delinquent if they are two (2) weeks (fourteen calendar days) in arrears.

B. Collection of delinquent fees.

1. Upon determining that fees are delinquent, the agency director shall give the first written notice to the parent. This notice shall state the amount of unpaid fees, the hourly rate or the total weekly fee, and the period of delinquency.

2. If the fees are still unpaid ten days after receipt of the first notice, a Notice of Intended Action to terminate service shall be given to the parent. This notice shall make current the information included in the first notice and state that services shall be terminated on the date falling two (2) weeks from the date of the Notice of Intended Action, unless all delinquent fees are paid before such date. *

3. If the fees are still unpaid two (2) weeks following the date of the Notice of Intended Action (approximately six weeks from the date of the first notice), the agency director shall terminate the service. Services may resume following a six-month period of ineligibility or may resume immediately upon full payment of delinquent fees.

C. Admission Policy

1. The parent must receive written information stating the policy on delinquent fees and possibility of termination of services as part of the agency's admission policies at the time of application (in-take).

All CD Programs (cont.)

611 Full cost

I. Families that enroll in child care after July 1, 1976, with gross income that exceeds eighty-four (84) percent of the state's median income, adjusted for family size (above the 84 percent line on the fee schedule), are required to pay full program cost.[4]

II. State or state/federal subsidies are not available to pay any portion of the cost of care for families who are determined to be full cost.

612 Safeguarding Information

I. The use or disclosure of financial information concerning enrollees and their families will be limited for purposes directly connected with the administration of the child development program.

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[4] Refer to current fee schedule at end of this section.

FAMILY FEE SCHEDULE, FY 1978-79

CD-9608a

NUMBER IN FAMILY			1	2	3	4	5	6	7	8	9	10	11	12
WEEKLY FAMILY FEE			INCOME											
Half Time[1]	Part Time[2]	Full Time[3]												
1.08	1.89	2.43	475	622	768	915	1061	1208	1235	1263	1290	1317	1345	1372
1.30	2.27	2.92	487	637	787	937	1087	1237	1265	1294	1322	1350	1378	1406
1.51	2.65	3.40	499	652	806	960	1113	1267	1296	1325	1353	1382	1411	1440
1.73	3.02	3.89	511	668	825	982	1139	1297	1326	1356	1385	1415	1444	1474
1.94	3.40	4.37	522	683	844	1005	1166	1326	1357	1387	1417	1447	1477	1507
2.16	3.78	4.86	534	698	863	1027	1192	1356	1387	1418	1449	1479	1510	1541
2.38	4.16	5.35	546	714	882	1050	1218	1386	1417	1449	1480	1512	1543	1575
2.59	4.54	5.83	557	729	901	1072	1244	1415	1448	1480	1512	1544	1576	1608
2.81	4.91	6.32	569	744	919	1095	1270	1445	1478	1511	1544	1576	1609	1642
3.02	5.29	6.80	581	759	938	1117	1296	1475	1508	1542	1575	1609	1642	1676
3.24	5.67	7.29	592	775	957	1140	1322	1504	1539	1573	1607	1641	1675	1710
3.46	6.05	7.78	604	790	976	1162	1348	1534	1569	1604	1639	1674	1709	1743
3.67	6.43	8.26	616	805	995	1185	1374	1564	1599	1635	1670	1706	1742	1777
3.89	6.80	8.75	627	821	1014	1207	1400	1593	1630	1666	1702	1738	1775	1811
4.10	7.18	9.23	639	836	1033	1230	1426	1623	1660	1697	1734	1771	1808	1845
4.32	7.56	9.72	651	851	1052	1252	1452	1653	1690	1728	1766	1803	1841	1878
4.75	8.32	10.69	663	867	1071	1275	1479	1683	1721	1759	1797	1836	1874	1912
5.18	9.07	11.66	674	882	1089	1297	1505	1712	1751	1790	1829	1868	1907	1946
5.62	9.83	12.64	686	897	1108	1319	1531	1742	1781	1821	1861	1900	1940	1979
6.05	10.58	13.61	698	912	1127	1342	1557	1772	1812	1852	1892	1933	1973	2013
6.48	11.34	14.58	709	928	1146	1364	1583	1801	1842	1883	1924	1965	2006	2047
7.13	12.47	16.04	721	943	1165	1387	1609	1831	1873	1914	1956	1997	2039	2081
7.78	13.61	17.50	733	958	1184	1409	1635	1861	1903	1945	1988	2030	2072	2114
8.42	14.74	18.95	744	974	1203	1432	1661	1890	1933	1976	2019	2062	2105	2148
9.07	15.88	20.41	756	989	1222	1454	1687	1920	1964	2007	2051	2095	2138	2182
9.72	17.01	21.87	768	1004	1241	1477	1713	1950	1994	2038	2083	2127	2171	2216
10.37	18.14	23.33	779	1019	1259	1499	1739	1979	2024	2069	2114	2159	2204	2249
11.02	19.28	24.79	791	1035	1278	1522	1765	2009	2055	2100	2146	2192	2237	2283
11.66	20.41	26.24	803	1050	1297	1544	1792	2039	2085	2131	2178	2224	2270	2317
12.31	21.55	27.70	815	1065	1316	1567	1818	2068	2115	2162	2209	2256	2304	2351
12.96	22.68	29.16	826	1081	1335	1589	1844	2098	2146	2193	2241	2289	2337	2384
13.82	24.19	31.10	838	1096	1354	1612	1870	2128	2176	2225	2273	2321	2370	2418
14.69	25.70	33.05	850	1111	1373	1634	1896	2157	2206	2256	2305	2354	2403	2452
15.55	27.22	34.99	861	1126	1392	1657	1922	2187	2237	2287	2336	2386	2436	2485
16.42	28.73	36.94	873	1142	1411	1679	1948	2217	2267	2318	2368	2418	2469	2519
17.28	30.24	38.88	885	1157	1429	1702	1974	2246	2298	2349	2400	2451	2502	2553
18.36	32.13	41.31	896	1172	1448	1724	2000	2276	2328	2380	2431	2483	2535	2587
19.44	34.02	43.74	908	1188	1467	1747	2026	2306	2358	2411	2463	2516	2568	2620
20.52	35.91	46.17	920	1203	1486	1769	2052	2336	2389	2442	2495	2548	2601	2654
21.60	37.80	48.60	931	1218	1505	1792	2078	2365	2419	2473	2527	2580	2634	2688
FULL COST[4]			944	1234	1529	1815	2105	2395	2450	2504	2559	2613	2668	2722

Footnotes to the Schedule

[1] Half time: enrollment for fewer than 25 hours per week

[2] Part time: enrollment for 25 to 39 hours per week

[3] Full time: enrollment for 40 or more hours per week

[4] FULL COST: families that enroll in child care after July 1, 1978, with gross income that exceeds eighty-four percent (84%) of the state's median income, adjusted for family size, (above the 84% line on the fee schedule) are required to pay full program cost. Specifically, monthly gross family income that exceeds the following schedule will necessitate the payment of full cost by families that enroll in child care after July 1, 1978:

Number in Family	1	2	3	4	5	6	7	8	9	10	11	12
Gross Monthly Family Income	$689	$901	$1113	$1325	$1537	$1749	$1789	$1829	$1868	$1908	$1948	$1988

State or state/federal subsidies are not available to pay any [illegible]tion of the cost of care for families who are identified as full-cost families.

FAMILY FEE SCHEDULE, FY 1978-79

NUMBER IN FAMILY				1	2	3	4	5	6	7	8	9	10	11	12
WEEKLY FAMILY FEE				INCOME											
Quarter Time[1]	Half Time[2]	Part Time[3]	Full Time[4]												
.27	.81	1.89	2.43	475	622	768	915	1061	1208	1235	1263	1290	1317	1345	1372
.32	.97	2.27	2.92	487	637	787	937	1087	1237	1265	1294	1322	1350	1378	1406
.38	1.13	2.65	3.40	499	652	806	960	1113	1267	1296	1325	1353	1382	1411	1440
.43	1.30	3.02	3.89	511	668	825	982	1139	1297	1326	1356	1385	1415	1444	1474
.49	1.46	3.40	4.37	522	683	844	1005	1166	1326	1357	1387	1417	1447	1477	1507
.54	1.62	3.78	4.86	534	698	863	1027	1192	1356	1387	1418	1449	1479	1510	1541
.59	1.78	4.16	5.35	546	714	882	1050	1218	1386	1417	1449	1480	1512	1543	1575
.65	1.94	4.54	5.83	557	729	901	1072	1244	1415	1448	1480	1512	1544	1576	1608
.70	2.11	4.91	6.32	569	744	919	1095	1270	1445	1478	1511	1544	1576	1609	1642
.76	2.27	5.29	6.80	581	759	938	1117	1296	1475	1508	1542	1575	1609	1642	1676
.81	2.43	5.67	7.29	592	775	957	1140	1322	1504	1539	1573	1607	1641	1675	1710
.86	2.59	6.05	7.78	604	790	976	1162	1348	1534	1569	1604	1639	1674	1709	1743
.92	2.75	6.43	8.26	616	805	995	1185	1374	1564	1599	1635	1670	1706	1742	1777
.97	2.92	6.80	8.75	627	821	1014	1207	1400	1593	1630	1666	1702	1738	1775	1811
1.03	3.08	7.18	9.23	639	836	1033	1230	1426	1623	1660	1697	1734	1771	1808	1845
1.08	3.24	7.56	9.72	651	851	1052	1252	1452	1653	1690	1728	1766	1803	1841	1878
1.19	3.56	8.32	10.69	663	867	1071	1275	1479	1683	1721	1759	1797	1836	1874	1912
1.30	3.89	9.07	11.66	674	882	1089	1297	1505	1712	1751	1790	1829	1868	1907	1946
1.40	4.21	9.83	12.64	686	897	1108	1319	1531	1742	1781	1821	1861	1900	1940	1979
1.51	4.54	10.58	13.61	698	912	1127	1342	1557	1772	1812	1852	1892	1933	1973	2013
1.62	4.86	11.34	14.58	709	928	1146	1364	1583	1801	1842	1883	1924	1965	2006	2047
1.78	5.35	12.47	16.04	721	943	1165	1387	1609	1831	1873	1914	1956	1997	2039	2081
1.94	5.83	13.61	17.50	733	958	1184	1409	1635	1861	1903	1945	1988	2030	2072	2114
2.11	6.32	14.74	18.95	744	974	1203	1432	1661	1890	1933	1976	2019	2062	2105	2148
2.27	6.80	15.88	20.41	756	989	1222	1454	1687	1920	1964	2007	2051	2095	2138	2182
2.43	7.29	17.01	21.87	768	1004	1241	1477	1713	1950	1994	2038	2083	2127	2171	2216
2.59	7.78	18.14	23.33	779	1019	1259	1499	1739	1979	2024	2069	2114	2159	2204	2249
2.75	8.26	19.28	24.79	791	1035	1278	1522	1765	2009	2055	2100	2146	2192	2237	2283
2.92	8.75	20.41	26.24	803	1050	1297	1544	1792	2039	2085	2131	2178	2224	2270	2317
3.08	9.23	21.55	27.70	815	1065	1316	1567	1818	2068	2115	2162	2209	2256	2304	2351
3.24	9.72	22.68	29.16	826	1081	1335	1589	1844	2098	2146	2193	2241	2289	2337	2384
3.46	10.37	24.19	31.10	838	1096	1354	1612	1870	2128	2176	2225	2273	2321	2370	2418
3.67	11.02	25.70	33.05	850	1111	1373	1634	1896	2157	2206	2256	2305	2354	2403	2452
3.89	11.66	27.22	34.99	861	1126	1392	1657	1922	2187	2237	2287	2336	2386	2436	2485
4.10	12.31	28.73	36.94	873	1142	1411	1679	1948	2217	2267	2318	2368	2418	2469	2519
4.32	12.96	30.24	38.88	885	1157	1429	1702	1974	2246	2298	2349	2400	2451	2502	2553
4.59	13.77	32.13	41.31	896	1172	1448	1724	2000	2276	2328	2380	2431	2483	2535	2587
4.86	14.58	34.02	43.74	908	1188	1467	1747	2026	2306	2358	2411	2463	2516	2568	2620
5.13	15.39	35.91	46.17	920	1203	1486	1769	2052	2336	2389	2442	2495	2548	2601	2654
5.40	16.20	37.80	48.60	931	1218	1505	1792	2078	2365	2419	2473	2527	2580	2634	2688
FULL COST[5]				944	1234	1529	1815	2105	2395	2450	2504	2559	2613	2668	2722

Footnotes to the Schedule

[1] **Quarter time:** enrollment for 10 or fewer hours per week

[2] **Half time:** enrollment for 11 to 24 hours per week

[3] **Part time:** enrollment for 25 to 39 hours per week

[4] **Full time:** enrollment for 40 or more hours per week

[5] **FULL COST:** families that enroll in child care after July 1, 1978, with gross income that exceeds eighty-four percent (84%) of the state's median income, adjusted for family size,(above the 84% line on the fee schedule) are required to pay full program cost. Specifically, monthly gross family income that exceeds the following schedule will necessitate the payment of full cost by families that enroll in child care after July 1, 1978:

Number in Family	1	2	3	4	5	6	7	8	9	10	11	12
Gross Monthly Family Income	$689	$901	$1113	$1325	$1537	$1749	$1789	$1829	$1868	$1908	$1948	$1988

State or state/federal subsidies are not available to pay any portion of the cost of care for families who are identified as full-cost families.

FAMILY FEE SCHEDULE, FY 1978-79

CD-9608c: County Welfare Department Child Care Services

NUMBER IN FAMILY	1	2	3	4	5	6	7	8	9	10	11	12
HOURLY FAMILY FEE	INCOME											
.05	475	622	768	915	1061	1208	1235	1263	1290	1317	1345	1372
.06	487	637	787	937	1087	1237	1265	1294	1322	1350	1378	1406
.08	499	652	806	960	1113	1267	1296	1325	1353	1382	1411	1440
.09	511	668	825	982	1139	1297	1326	1356	1385	1415	1444	1474
.10	522	683	844	1005	1166	1326	1357	1387	1417	1447	1477	1507
.11	534	698	863	1027	1192	1356	1387	1418	1449	1479	1510	1541
.12	546	714	882	1050	1218	1386	1417	1449	1480	1512	1543	1575
.13	557	729	901	1072	1244	1415	1448	1480	1512	1544	1576	1608
.14	569	744	919	1095	1270	1445	1478	1511	1544	1576	1609	1642
.15	581	759	938	1117	1296	1475	1508	1542	1575	1609	1642	1676
.16	592	775	957	1140	1322	1504	1539	1573	1607	1641	1675	1710
.17	604	790	976	1162	1348	1534	1569	1604	1639	1674	1709	1743
.18	616	805	995	1185	1374	1564	1599	1635	1670	1706	1742	1777
.19	627	821	1014	1207	1400	1593	1630	1666	1702	1738	1775	1811
.21	639	836	1033	1230	1426	1623	1660	1697	1734	1771	1808	1845
.22	651	851	1052	1252	1452	1653	1690	1728	1766	1803	1841	1878
.24	663	867	1071	1275	1479	1683	1721	1759	1797	1836	1874	1912
.26	674	882	1089	1297	1505	1712	1751	1790	1829	1868	1907	1946
.28	686	897	1108	1319	1531	1742	1781	1821	1861	1900	1940	1979
.30	698	912	1127	1342	1557	1772	1812	1852	1892	1933	1973	2013
.32	709	928	1146	1364	1583	1801	1842	1883	1924	1965	2006	2047
.36	721	943	1165	1387	1609	1831	1873	1914	1956	1997	2039	2081
.39	733	958	1184	1409	1635	1861	1903	1945	1988	2030	2072	2114
.42	744	974	1203	1432	1661	1890	1933	1976	2019	2062	2105	2148
.45	756	989	1222	1454	1687	1920	1964	2007	2051	2095	2138	2182
.49	768	1004	1241	1477	1713	1950	1994	2038	2083	2127	2171	2216
.52	779	1019	1259	1499	1739	1979	2024	2069	2114	2159	2204	2249
.55	791	1035	1278	1522	1765	2009	2055	2100	2146	2192	2237	2283
.58	803	1050	1297	1544	1792	2039	2085	2131	2178	2224	2270	2317
.62	815	1065	1316	1567	1818	2068	2115	2162	2209	2256	2304	2351
.65	826	1081	1335	1589	1844	2098	2146	2193	2241	2289	2337	2384
.69	838	1096	1354	1612	1870	2128	2176	2225	2273	2321	2370	2418
.73	850	1111	1373	1634	1896	2157	2206	2256	2305	2354	2403	2452
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.86	885	1157	1429	1702	1974	2246	2298	2349	2400	2451	2502	2553
.92	896	1172	1448	1724	2000	2276	2328	2380	2431	2483	2535	2587
.97	908	1188	1467	1747	2026	2306	2358	2411	2463	2516	2568	2620
1.03	920	1203	1486	1769	2052	2336	2389	2442	2495	2548	2601	2654
1.08	931	1218	1505	1792	2078	2365	2419	2473	2527	2580	2634	2688
FULL COST*	944	1234	1529	1815	2105	2395	2450	2504	2559	2613	2668	2722

Footnote to the Schedule

*FULL COST: Families that enroll in child care after July 1, 1978, with gross income that exceeds eighty-four percent (84%) of the state's median income, adjusted for family size, (above the 84% line on the fee schedule) are required to pay full program cost. Specifically, monthly gross family income that exceeds the following schedule will necessitate the payment of full cost by families that enroll in child care after July 1, 1978.

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State or state/federal subsidies are not available to pay any portion of the cost for families who are identified as full-cost families.

CD Programs

701 Qualifications

I. Health Requirements

A. A current record of a health examination by a licensed physician shall be on file for all staff members who are employed without a permit or credential.

B. A current record of the results of tuberculosis clearance shall be on file for all adults prior to the first day of employment. An annual TB clearance is recommended, and a TB clearance at least every four (4) years is required. *
*

C. Additional health examinations and TB clearances may be required by local agencies and districts.

II. Education Requirements

A. Teachers in child development programs are required to hold the child development permit or a teaching credential issued by the Commission for Teacher Preparation and Licensing.

B. There are no state requirements for postsecondary education for volunteers or for paid aides and assistant teachers. Local agencies and districts may establish additional requirements for positions where additional requirements are deemed necessary.

III. Responsibilities of Teaching Personnel

A. All personnel assisting teachers work in cooperation with, and under the supervision of, the teacher responsible for the group or class of children.

B. A teacher is assigned responsibility for all the children in a given group or class; for their development, education, and well-being during the time they are present for the program planning; and for the implementation of such program plans by all the staff members working with said children. All teachers are responsible to the program administrator, or to such person as may be designated in writing by the program administrator.

C. Team teaching and innovative staffing patterns designed to meet special needs of the children may vary from A and B above, provided that the overall ratio and

CD Programs (cont.)

other requirements for each group of children are not in conflict with the intent of the law or the regulations.

D. There shall be maintained an adequate number of qualified teachers on duty during the hours the center is in operation in accordance with the child/staff ratio.

Federally Funded Programs

702 Ratios and Standards

I. Federally Funded Child Development Programs

A. Authority

The legal basis for the staff/child ratios of those programs funded unter Title XX of the Social Security Act is:

1. California Administrative Code Title 22, Division 2, sections 31243, 31257, 31359, and 31364.
2. Federal Interagency Day Care Requirement I, B, and Title 45, Code of Federal Regulations, Section 228.42. *

B. Teacher/Child Ratio

1. There shall be an adequate number of qualified teachers on duty during the hours the center is in operation.
2. No group of children shall be left without adult supervision at any time.
3. For children six (6) weeks through thirty-six (36) months, there should be one adult for every four children. *
4. For children three (3) to four (4) years old, there shall be no more than fifteen (15) in a group, with a teacher and sufficient assistants, supplemented by volunteers, so that the total ratio of adults to children is no less than one (1) to five (5).
5. For children four (4) to six (6) years old, there shall be no more than twenty (20) in a group with a teacher and sufficient assistants, supplemented by volunteers, so that the total ratio of adults to children is not less than one (1) to seven (7).

Federally Funded Programs (cont.)

6. Ages six (6) through ten (10), the ratio is 1 to 15. *

7. Ages ten (10) through fourteen (14), the ratio is 1 to 20. *

C. Infant Child/Staff Ratio

If a center has more than twenty-five (25) infants enrolled, there shall be both a director and an assistant director on the staff.

1. No group of children shall be left without adult supervision at any time. There shall be sufficient staff to ensure that at least one (1) staff person shall be within sight and sound of each child in the nursery at all times.

2. There shall be at least one (1) nursery aide for every four (4) infants enrolled except at such time as rest periods, attendance at staff meetings, etc., when a regularly assigned substitute shall replace the aide.

3. There shall be provision for overlap of staff for different shifts so that continuity of care is assured.

4. There shall be sufficient auxiliary help for housekeeping duties, cooking, laundering, etc., so that the primary work of the aides can be devoted to child care when children are present.

D. Adult/child ratios vary according to the ages of the children, special needs of the children, legal authorization for the program, and local requirements which may exceed, but in no event may go below, the standards established by state regulations. In order to calculate the ratio of adults to children, persons who are available to supervise the children in their activities may be counted for the hours they are actually present. These may be persons who have other duties at other times and are at least sixteen (16) years of age.

State Funded Programs

II. State Funded Agencies

A. Authority

The legal basis for the staff/child ratios of those programs funded by the State General Fund is:

State Funded Programs (cont.)

1. California Administrative Code, Title 5, Division 19, sections 18201-18207.

B. Teacher/Child Ratios

Group child development programs which receive state subsidy but no Social Security Act, Title XX, funds shall comply with the following teacher/child ratio for each age/grade group:

1. Infants: There shall be no more than sixteen (16) infants under the supervision of one (1) teacher.
2. Preschool Children: There shall be no more than twenty-one (21) preschool childen under the supervision of one (1) teacher.
3. Kindergarten Children: There shall be no more than twenty-four (24) kindergarten children under the supervision of one teacher.
4. School-Age Children: There shall be no more than thirty (30) school-age children under the supervision of one (1) teacher.

C. Adult/Child Ratios

Group child development programs which receive state subsidy but no Social Security Act, Title XX, funds shall comply with an overall adult/child ratio for each age/grade level group as outlined below:

1. Infants: There shall be one (1) adult for every four (4) infants.
2. Preschool Children: There shall be no more than seven (7) preschool children for each adult.
3. Kindergarten Children: There shall be one (1) adult for every eight (8) kindergarten children.
4. Grades One through Four: There shall be no more than fifteen (15) children in grades one through four of a public or private school for each adult.
5. Grades Five through Ten: There shall be no more than twenty (20) children enrolled in grades five through ten of a public or private school for each adult.

Family Child Care Homes

III. Family Child Care Homes - Adult/Child Ratios

A. There shall be one (1) child caregiver in family child care homes which provide care for five (5) or fewer children who have not yet passed their seventh birthday. This number includes the caregiver's own children who are under the age of six (6) years; the caregiver's own children over the age of six (6) years shall not be counted. There shall be no more than two (2) children under the age of two (2) years in the home at any one time.

B. There shall be one (1) child caregiver in family child care homes which provide care for six (6) or fewer children ages three (3) through fourteen (14). This number includes the caregiver's own children who are under the age of six (6) years; the caregiver's own children over the age of six (6) years shall not be counted.

Group Family Child Care Homes

IV. Group Family Child Care Homes - Adult/Child Ratios

A. There shall be one (1) child caregiver plus one other adult in group family child care homes which provide care for up to twelve (12) children ages three (3) through fourteen (14) so that the adult/child ratio is not less than one (1) adult to six (6) children. No child under the age of three (3) years shall be enrolled in this type of care.

B. Parents and Volunteers

Parents and volunteers working with the children in a child development program may be counted in meeting the required adult/child ratio. They shall work under the supervision of the teaching personnel in group programs or the family child caregiver in family child care homes or group family child care homes.

Alternative Child Care Programs

V. Alternative Child Care Programs *

A. Authority

The legal basis for the staff/child ratios of those programs funded by the State General Fund and authorized under AB 3059/76 is:

1. The California Administrative Code, Title 22, Division 2, Sections 31256 and 31259

Alternative Child Care Programs (cont.)

B. Child-Staff Ratio

1. Infants: There shall be at least one nursery aide for every four (4) infants enrolled in the nursery. If a nursery has more than twenty-five (25) infants enrolled, there shall be both a director and an assistant director on the staff.

2. Children over 2 years: There must be a teacher in charge of each group of children and another adult must be immediately available to substitute in case of emergencies.

   There must be an over-all ratio of not less than one teacher to twelve (12) children enrolled.

   A teacher-assistant may be used in a ratio of one teacher and one assistant for every fifteen (15) children enrolled.

Family Child Care

VI. Family Child Care *

A. Authority

The legal basis for the capacity of the family child care homes funded by the State General Fund is:

1. California Administrative Code, Title 22, Division 6, Section 86102.

B. The licensee may provide care for a maximum of six (6) children including the caregiver's own children under 12 years of age. This number may include three (3) infants, plus 3 children over 2 years of age or four (4) infants only. *

If there are two caregivers present, a maximum of 12 children may be cared for, including the caregiver's own children under 12 years of age. Care can be provided for four (4) infants, plus eight (8) children over 2 years, or twelve (12) children over the age of 2 years. A helper is anyone over 14 years of age. However, there must be someone 18 years of age or over in the home at all times.

CD Programs

703 Differentiated Staffing Patterns and Career Development

I. Assisting Personnel

A. Differentiated staffing patterns are designed to help meet the needs of the children served by increasing the numbers of adults who work with the children while providing encouragement for volunteers and parents who may later decide to seek employment as personnel assisting teachers or as teachers. Some community volunteers and parent volunteers have found it possible to work as aides or assistant teachers while studying part-time and completing the education required for paraprofessional or professional positions.

B. Effective use can be made of cross-age tutoring.

Tutors are to be counted in the adult/child ratio only if they have passed their sixteenth birthdays.

C. When the children have special needs, special language development needs or handicaps, and when funds are available, the staffing patterns may be based on local standards. Local standards may be higher than the minimum requirements defined by state regulations. In no event shall minimum requirements be lower than those established by state regulations.

CD Programs

801 Education

I. The education program shall be designed to create an atmosphere which will ensure each child's continued success and interest in learning. In program planning, agencies shall conduct a needs assessment, establish goals, develop measurable objectives and plan activities which will meet the individual needs of the children. The program shall take into account the ages of the children in the program, the levels of their development, and the ways in which young children learn. A schedule of daily activities should be posted. The educational program shall include, but not be limited to, the following elements:

A. Planned experiences balanced with spontaneous self-directed play in all areas of the curriculum: language, mathematics, science, music, and art.

B. Emphasis on language development, including opportunities for verbal communication and the effective use of language in all experiences and activities.

C. Perceptual training to develop discrimination abilities in visual, auditory, and other sensory modes.

D. Cognitive development opportunities leading to concept formation abilities and problem-solving skills.

E. Opportunities for creative exploration, self-expression, and aesthetic appreciation (art, music, dance, and drama).

F. Gross and fine motor activities.

G. Opportunities for body coordination, balancing, and body movement to enhance physical development.

H. Health, nutrition, and safety education.

I. Individual activities balanced with interaction with other children and adults in various sized groups which will provide opportunities for emotional growth and social development.

II. Multicultural Education

An agency shall provide multicultural activities appropriate to the needs of the children enrolled, including staff development activities. Special emphasis and materials

CD Programs (cont.)

shall be provided to meet the needs of children from families in which English is not the language primarily used in the home.

III. Assessment of the Individual Child

One of the purposes of the education program is to aid in the overall development of the child. The value of the program can be measured by an evaluation of what has happened to the individual children as a consequence of the program.

In order to guarantee that each child will have an individualized program to permit him or her to develop to his or her maximum potential, performance objectives must allow for flexibility in relation to expectancies. Objectives should reflect the reality that children do differ considerably in their relative abilities, potential, competencies, and expectancies.

802 Health

I. All programs shall have a health plan which is designed to help children and families enrolled in the program achieve and maintain optimal health. Health education for staff, parents, and children should be an integral part of the plan.

II. Each child shall have a complete medical examination prior to enrollment or within one (1) month immediately following admission to the program, unless he or she has had a complete physical examination within the last three (3) months. If the examination has not been obtained within the one-month time limit, the child shall be removed from the program until the medical examination has been obtained. The physical examination should include a statement from the physician that the child is physically and emotionally ready for the program and free from tuberculosis. Also, any special health problems or handicaps which will require special attention or limit the child's activities should be identified. *

Only children who have been immunized against diphtheria, whooping cough, poliomyelitis, tetanus, and measles shall be admitted, with the exception of those children whose parents or guardians file a letter with the governing board of the district or agency that a medical examination or immunizations are contrary to their religious beliefs.

CD Programs (cont.)

III. A specific staff member should be responsible for the program's health plan. This staff member should keep health records up to date, help parents keep appointments for medical and dental examinations and/or follow-up treatments, and help with transportation arrangements for mother and child when necessary. The person responsible for the health plan may be a health aide, pediatric nurse associate, or nurse practitioner, if under the supervision of a licensed public health or school nurse.

One or more members of the staff shall be designated as having primary responsibility for assuring that children receive needed first aid or emergency medical services. A first aid kit shall be maintained and readily available in a specific location inaccessible to the children.

Arrangements should be made to coordinate with local health resource agencies' clinics for immunizations and for vision and hearing screening whenever possible.

IV. Tuberculosis Clearance Requirement

Both paid and volunteer personnel, including participating parents working in the child care facility, shall have, at least every four years, either a chest X-ray or a tuberculin test of intermediate strength which is verified as negative and recorded for convenient checking by state personnel or their authorized agents. A positive tuberculin test should be followed immediately by a chest X-ray.

Persons with positive tuberculin and X-ray results shall be excluded from the classroom until they have been referred by a licensed physician and, if necessary, treated and cured.

V. Daily Screening Requirement

Each program administrator must provide for the daily examination of each child for indication of illness. Teachers, when trained by the public or school health nurse assigned to supervise the health program, may do the daily screening and refer children with symptoms of illness to the program nurse. The staff and volunteers should be trained to be alert to signs of a child's physical or emotional distress which may indicate illness or need for special attention. Provisions must be made for the emergency isolation of ill children, for notifying parents when a child is to be excluded because of illness, and for transporting children to a hospital in cases of emergency.

CD Programs (cont.)

VI. Restrictions on the Use of Funds

Money should be budgeted for physical examinations and immunizations only for children whose parents are unable financially to secure those services and who do not qualify for public medical services (Medi-Cal). State Department of Education (SDE) funds should be expended only after the applicant agency determines that families are not eligible for Medi-Cal or other subsidized health services and that the examinations and immunizations cannot be obtained from the county health department or other sources.

803 Nutrition

I. Food and nutrition services are important components of child development programs. Nutritious meals and snacks must be served. Local regulations regarding food handling and preparation must be met by operating agencies. Mealtimes are valuable learning experiences in addition to providing nutrition. Instructional staff members should be expected to sit with the children and interact with them at meals or snacks. This is an opportunity to (1) develop and expand language skills; (2) lead discussions on the sources of various foods; (3) encourage the children to broaden their food tastes; (4) make children more perceptually aware of shapes, colors, flavors, and odors of foods served; (5) promote mathematical concepts when serving children; (6) set standards for acceptable behavior at the table; and (7) promote sociability. All programs are encouraged to apply to the Child Nutrition Services Bureau for supplemental funding. *

804 Social Services

I. Social services are aimed toward assisting families and individuals in the family to reach their highest potential. Services may include: Direct counseling, assisting in securing the necessary medical and dental services, referring families to other agencies, and aiding families to make maximum use of community resources.

805 Parent-Community Involvement

I. Each agency is required to have or to develop a parent advisory committee, both for the agency's or district's program as a whole and for each site. Fifty-one percent of the members of the parent advisory committees must be parents of

CD Programs
(cont.)

children currently enrolled in the program, and the chairperson should preferably be a parent. The committees shall also include representation by teachers, aides, support personnel and administrators; community services agencies; and the community. The agency or district may choose to use an existing committee that includes adequate representation of parents and teachers. All of the parent advisory committees shall be involved in advising the agency or district in the planning, development, operation, and evaluation of the program. Parent advisory committees should meet regularly and at least once a month.

The California Education Code makes no provision for a district governing board (or private agency) to delegate its responsibility for the selection and assignment of personnel to a parent advisory committee. It is possible, however, for school or agency boards to ask parent advisory committees to: (a) help develop criteria for personnel selection; (b) to sit on screening committees; or (c) to advise on the selection of staff members.

II. Parent Education

Regular parent education meetings should be planned with the active cooperation of the parents at least once a month. The meetings may: (1) cover topics of interest to the parents; (2) include items related to the child development program goals, with particular attention to health and nutrition; and (3) be designed to strengthen parenting skills and provide information on child development techniques.

III. Parent Involvement

To the extent possible, working and student parents should be encouraged to be involved in the child development program. A working parent may prepare curriculum materials at home or assist with field trip arrangements.

IV. The planning and scheduling of family excursions and social events are encouraged. Many persons otherwise reluctant to become closely associated with an education agency will respond to the opportunity to enjoy a social experience. An occasional get-together which involves no formal "education" program, but which offers socializing and enrichment experiences, helps to establish rapport with parents.

V. Parents may identify mutual special interests aside from the areas of child-rearing and education. When possible, program staff members should encourage and even assist

CD Programs (cont.)

in planning classes according to the expressed needs of parents, such as sewing, cooking, or consumer education. Classes may also be organized under the existing adult education agency in the community.

806 Staff Development

I. Teaching and supervisory personnel, paid assistants, parents and community volunteers shall be required to take part in a program of in-service training. In-service training may be accomplished in a variety of ways. The operating agency may require attendance at, and provide a program of, in-service training led by competent personnel on the staff of the agency, by contract with a recognized educational agency or by participation in a child development or early childhood education in-service training program designed by an approved institution. Community colleges and adult schools are institutions which may offer such training without expense to the agency.

II. In designing a staff development program, the agency shall consider the needs, duties, prior training and education of all staff members, including volunteers. Individuals should be helped to feel better about themselves and the importance of their roles in the program. Their ideas should be respected, welcomed, explored, and tested. Sometimes separate preservice training programs may be developed for inexperienced staff or volunteers, separate from those planned for experienced professionals already involved in the program. However, in-service training programs should emphasize the mutual and complementary roles of the professional and paraprofessional in the development of the child; and, when possible, specially designed joint-training sessions for the professional staff and education aides should be provided.

III. Every effort should be made to coordinate with other community agencies, professional organizations, or other child development programs which may offer opportunity for cooperative in-service training efforts within a geographic area.

901 Standards for Buildings, Grounds, and Equipment

Education Code sections 32000-32004

California Administrative Code, Title 22, Div. 2, sections 31271-31323

CD Programs

The State Department of Education has responsibility for determining the adequacy of buildings, grounds, and equipment for child development programs. New programs shall not commence operation, and operating programs shall not change their locations until the applicant agency has obtained health and fire safety clearances and has given assurance of the adequacy of the facilities to the State Department of Education.

Requirements

I. Physical facilities shall comply with all applicable state and local statutes, regulations and ordinances, and standards prescribed in these guidelines. The facilities shall be adapted to the needs and age level of the children in the program and be maintained in good state of repair to assure the maximum health and safety, and mental and physical development of the children. An acceptable level of cleanliness shall be maintained for the building, playground, and equipment and storage areas. Rooms shall be cleaned daily.

A. Stairways, inclines, ramps, and open porches shall have hand railings and shall be well lighted.

B. Outdoor and indoor passageways and stairways shall be kept free of obstruction.

C. No surface accessible to the children shall be painted with paints containing lead.

D. Adequate provision shall be made for the safety and guidance of handicapped children.

E. There shall be sufficient quantity and variety of equipment and materials suitable for play and nutrition (and rest, if applicable).

F. The equipment shall be kept in good condition and be free of sharp, loose, or pointed parts.

G. Provision shall be made for isolating and caring for a child who becomes ill until alternative arrangements can be made.

Requirements (Cont.)

H. Drinking water shall be readily available, both in playrooms and on the playground, so that children are free to drink as they wish.

I. Adequate provision shall be made for the storage of cleaning equipment and for the disposal of waste water.

II. Facility Use

Funds are allowable for renting or leasing facilities as necessary. When relocatable classrooms must be used, the agency shall provide an adequate site. When an agency conducts a child development program in facilities which it currently owns, no funds may be allowed for a rental of the facilities. Funds may be allowed, however, for maintenance.

III. Toilet Facilities

There shall be one (1) toilet and hand-washing facility for every ten (10) children or fraction of ten (10) in excess of fourteen (14) children. Toilets and hand-washing facilities should be conveniently located and available for general use by the children. One (1) toilet and hand-washing facility should be conveniently located, but separate from general use, for purposes of isolation, staff, and emergency use.

IV. Kitchen Facilities

If the program has a kitchen in which a meal is prepared, the kitchen shall be equipped with: (a) stove and sink; (b) hot and cold running water; (c) refrigeration; and (d) storage space for food, dishes, and cooking utensils. The kitchen shall not be used for children's play activities, napping, or as a passageway for the children.

V. Storage

There shall be adequate storage space in the playrooms and in the play yard so that children may select, remove, and replace items either independently or with assistance. Provision shall be made to store personal belongings of the children and staff.

VI. Health and Sanitation

A city or county health inspection clearance shall be obtained annually and kept on file at each nonschool agency

Requirements (cont.)

site when required by local regulations. Costs which may be incurred can be included in the program budget.

VII. Fire Safety

Fire safety clearance for all facilities is required in accordance with California Administrative Code, Title 19. School districts must have on file, and renew annually, a statement of fire safety clearance from the State Fire Marshal for all facilities which are not owned by the district. All other public and private agencies must have on file, and renew annually, such a statement for all facilities used by children.

A. A fire alarm system shall be provided; a plan for the evacuation of buildings shall be posted; and monthly fire drills shall be held.

B. The fire and health inspections will state a maximum occupancy restriction. The agency shall comply with the occupancy restrictions and shall not have more people in the building than the most restrictive regulation allows.

VIII. Indoor Requirements

A. There shall be a minimum of thirty-five (35) square feet of space per child, exclusive of closets, cabinets, and other stationary working areas.

B. All rooms shall be well lighted and maintained at a comfortable temperature.

C. Floors shall have a surface which provides safety, warmth, and cleanliness.

D. There shall be adequate ventilation (window screens shall be used as necessary).

E. Fireplaces and open-faced heaters shall be adequately screened.

IX. Outdoor Requirements

A. There shall be a minimum of seventy-five (75) square feet of space per child.

Requirements (cont.)

B. Playgrounds shall be convenient to indoor facilities and located so that they afford adequate sunshine and shaded areas, in accordance with climatic conditions and hours of operation.

C. Substantial fencing shall be provided which is of sufficient height for outdoor play areas.

D. Resilient materials such as sod, tanbark, sand, or rubber mats shall be used on all surfaces under and around climbing equipment, swings, slides, and other equipment from which children might fall.

E. Playgrounds shall be properly drained, safe, and suitable for the activities planned, and free of hazards such as broken glass or debris.

F. Adequate fencing or covering shall be provided for any fishpond, wading pool, swimming pool, or similar body of water.

G. Construction sites or any equipment, such as an incinerator, which might be a hazard on the playground shall be adequately fenced off or enclosed.

Infant Facilities

902 Standards for Building and Grounds for Infant/Toddler Centers

In addition to the preceding building, grounds, and equipment standards, the following shall apply to all programs serving infants and toddlers:

I. General Sanitation

A. The agency shall maintain an acceptable level of general sanitation and cleanliness with regard to the building, playground, equipment and storage of supplies, bedding, clothing, food, and other equipment.

1. Each care-taking person caring for infants shall wash his/her hands before and after each care-taking act involving contact with the child, such as after changing diapers and before feeding.

2. Provision for proper washing of dishes, bottles, and utensils shall be made unless disposable articles are used. Unless a dishwasher is used, such items

Infant Facilities (cont.)

shall be dipped in a sterilizing solution and air dried.

3. The use of common washcloths and towels for the children is prohibited.

4. All rooms shall be cleaned daily.

5. All walls and floors shall be made of such material that they can be easily washed.

6. Diapering shall be done for each child on a changing table. The cover shall be changed after each child's use. Disposable paper towels or appropriate substitute may be used for this purpose. An unpadded surface should be wiped with soap and water after each use, and shall be kept clean.

7. If training chairs are used, they shall be emptied promptly and sanitized at least once a day. The plastic one-piece units which can be immersed in a sanitizing solution are recommended.

8. Central storage and space for diapers and bedding shall be readily accessible so that required changes may be expedited.

9. Adequate rooms for naps and rest periods shall be provided as necessary. Sufficient space shall be provided between cribs, napping cots, or mats to permit easy passage of personnel and to prevent the children from disturbing each other. The area shall be arranged so that ongoing activities will not disturb the sleeping children.

10. Equipment and supplies necessary for personal care and the maintenance of adequate hygiene practice shall be readily available for each child. These shall include:

    (a) Separate cots, cribs, or mats, provided as appropriate, and rubber sheeting as necessary.

    (b) Sufficient bedding and linen to maintain clean cots or other facilities for napping.

    (c) Sufficient changes of clothing for each child so that the child can be clean and dry all day.

Infant Facilities (cont.)

(d) A diaper service or sufficient supplies of cloth or disposable diapers and a separate container for their storage or disposal.

II. Building Requirements for Infant Facilities

A. The following space and safety provisions shall apply to the infant center:

1. Sufficient room shall be available to accommodate persons served in comfort and safety.

2. The premises shall be maintained in a good state of repair and shall provide a safe and healthful environment.

3. The agency shall protect persons against hazards within the facility by means of adequate supervision; instruction, including life protection instruction; and the installation of appropriate protective devices such as, but not limited to, fencing around pools and other hazardous areas, and non-slip material for rugs.

4. An adequate number of toilets and hand-washing facilities shall be readily accessible and available for general use by the children as follows:

   a) One (1) toilet and washbasin for use in disposal of the diaper's contents.

   b) A sufficient number of training chairs.

   c) One (1) toilet and washbasin for the first fourteen (14) toilet-trained children, and one additional toilet and washbasin for every ten (10) children, or fractional part thereof in excess of fourteen (14) toilet-trained children.

   d) One (1) toilet and hand-washing facility, conveniently located and separate from the general use, for isolation, staff and/or emergency use.

5. Some space shall be available in the facility, or in close proximity, to serve as an office. This space must be adequate in size and location and properly equipped to meet the needs of the agency.

6. There shall be a properly equipped room available for use as staff rest room. Staff equipment must

Infant
Faciltiies
(cont.)

include a daybed or couch and space for storage of coats and personal belongings.

7. Provision shall be made for isolating and caring for a child who becomes ill during the day until alternative arrangements can be made.

III. Space Requirements--Indoor and Outdoor Play for Infant Facilities

A. Space shall be available for the program's planned activities, as follows:

1. Indoor Play

(a) For infants, not yet crawling, the indoor rooms shall have sufficient floor area, occupied by the infant's crib or other sleeping arrangement and other necessary equipment, to provide thirty-five (35) square feet of floor space per infant.

(b) For crawling infants and toddlers, there shall be thirty-five (35) square feet of unencumbered floor space per child separate from the sleeping areas where the children can explore in a safe environment that offers stimulation and opportunity for experimentation.

(c) There shall be space where children who cannot yet crawl or walk can be placed in playpens or on the floor for free play.

(d) There shall be sufficient space for quiet and privacy for those children who need it.

2. Outdoor Play

(a) There shall be adequate, well-fenced outdoor play space, properly drained and shaded, and free from rubbish, litter, and other hazards.

(b) Playpens shall be located in areas which afford both sunshine and shade.

Family Child Care Homes

903 Standards for Family Child Care Homes

A family child care home serving State Department of Education-subsidized children must have either a license from Department of Social Services or a SDE approval certificate.[1]

The approval letter will be issued upon successful completion of a regulations compliance review, or "Home Assessment"; this consists of an evaluation and interview of the applicant, an inspection of the home, a TB clearance for all family members, and a criminal record clearance of the applicant and the spouse, if residing in the home. Upon approval, the home may begin to accept children enrolled under the auspices of the SDE contract agency.[2]

The primary standards for the approval of family child care homes are the California Administrative Code, Title 22, Part II, Chapter 4.

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[1] NOTE: Family child care homes in which providers or users receive payment or vouchers from county welfare departments with Standard Agreement contracts must continue to be licensed by the appropriate Department of Social Services licensing authority, usually the local county welfare department.

[2] NOTE: For details see Application for Family Child Care Home Assessment, and see Guideline for Criminal Record Reviews.

CD Programs

1001 General Funding and Reimbursement Policy

I. Reimbursement for subsidized child care service is for the support of families certified as eligible for care.

II. Child development agencies are reimbursed for allowable expenditures incurred in the provision of child care service. Reimbursement is based on service provided to eligible children enrolled in child care and on expenditures approved as necessary for the provision of care. The apportionment process provides initially for an advance of a portion of the contract maximum. An apportionment of funds proportionate to the approved budget amount will be allocated during designated periods when the child development program is in operation. Funds will be provided only on condition that the applicant agency has provided all required reports, completed in accordance with instructions from the Office of Child Development. Delinquent, incomplete, or otherwise unsatisfactory reports may result in cancellation of the apportionment.

III. Expenditures of full cost and Work Incentive Program recipients will not be reimbursed by the Office of Child Development.

1002 The Contract

I. Nontransferable, Nonassignable

The Standard Agreement and the exhibits entitled Special Instructions and conditions and the application constitute the contract between the agency and the State Department of Education. This contract is nontransferable and nonassignable. It may not be transferred or reassigned to another agency, group, or individual without the written consent of the Assistant Superintendent of Public Instruction for the Office of Child Development. *

II. Funding Period

Expenditures for child development services may be incurred beginning July 1 through June 30 by agencies under contract with the State Department of Education.

III. Contract Amount

Child development programs are funded for a specific contract maximum. The maximum contract amount may be amended for an increase or a decrease by the Office of Child Development.

CD Programs (cont.)

A decrease in the contract amount may be made after a review of reimbursement claims which indicate that the contract amount will not be claimed during the fiscal year. Applicant agencies should submit requests for amendment increases for consideration by the Office of Child Development. *

IV. Budget Amendments and Revisions

A budget amendment increases or decreases the total contract amount of an agency or it increases or decreases the contract reimbursement unit. An amendment may be made only with written approval from the Office of Child Development. The office will work with agencies to mutually agree on amendments, but it reserves the right to reduce an agency's funding amount for reasons of noncompliance with state, federal or local requirements governing child development programs, or for inadequate utilization of funds.

A revision involves a transfer of budgeted amounts among the various account line items. A revision does not change an agency's contract amount. An agency may revise its child development budget as necessary without permission from the Office of Child Development, provided the revision does not affect indirect costs or capital outlay.

Alternative Child Care

1003 Funding and Reimbursement for Alternative Child Care (AB 3059)

I. The Alternative Child Care Program (AB 3059/76) reimbursement is based on average daily enrollment and direct grants for yearly operation. *

Campus Child Care

1004 Funding and Reimbursement for Campus Child Care

I. Agencies providing campus child development services are required to provide 25 percent local match in order to obtain the 75 percent state matching funds. Assembly Bill 3790/76 provided that the value of in-kind services may serve as the required 25 percent match.

II. Campus programs have the option of providing cash or in-kind services to obtain matching state dollars on a ratio of one local dollar or its equivalent in contribution of services for three state dollars. The following policy shall apply to all campus children's programs:

Campus Child Care (cont.)

A. The criteria for determining value of in-kind contributions described in paragraphs III and IV of this section will serve as the guidelines for determining the value of such contributions.

B. Campus child development programs shall provide a "Certification of Local Expenditures and/or In-Kind Services Reports" by the tenth of each month to establish the value of in-kind services for the prior month. Documentation regarding in-kind services shall be maintained in the agency office, available for review by State Department of Education staff and the agency's independent auditor.

C. It should be understood that the state reimburses allowable program costs on the basis of average daily enrollment (a.d.e.). In-kind services, therefore, should serve to support the a.d.e. at the level of 25 percent of the amount of state funding.

III. Composition of Nonstate Share

A. Allowable costs to satisfy matching or cost-sharing requirements may include:

1. Charges incurred by the agency as project costs, including noncash services and depreciation or use charges.

2. Project costs financed with cash contributed or donated to the approved agency by nonstate third parties.

3. In-kind project costs represented by instructional equipment with value not exceeding $300 per item donated to the approved agency by nonstate third parties. Such costs are acceptable as part of the nonstate share when they are:

   (a) Identifiable from agency records.

   (b) Are not included as contributions for any other state-assisted program.

   (c) Are necessary and reasonable for proper and efficient accomplishment of the objectives of the child care program.

Campus Child Care (cont.)

B. Matching or cost-sharing requirement may not consist of other state funds or of nonstate funds that are applied to match other state funds. Charges for equipment purchased in whole or in part with state funds cannot be considered as the contractor's contribution. Costs must also be allowable under applicable cost principles.

Allowable contributions to satisfy cost-sharing requirements may be in any budget category or combination of categories which are allowable under law and relevant cost principles, excluding capital outlay. However, when direct cost items are contributed to the project, any indirect cost related to that item may not be charged to the program though it may be counted as part of the contribution. This restriction also applies to fringe benefits when treated as a cost applicable to direct salaries contributed by the contractor.

C. No contribution shall be counted more than once as matching or cost-sharing. Thus, the same contribution may not be counted towards two or more programs. However, when a contribution is related to two or more programs, it may be prorated among the programs involved.

IV. Valuation of In-Kind Contributions

A. Volunteer Services

1. Volunteer services may be provided by professional and technical personnel, consultants, and other skilled and unskilled persons. Each hour of volunteered service may be counted if the service is an integral and necessary part of an approved project.

2. Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the contractor. In cases where the kinds of skills required for the program activities are not found in other activities of the agency, rates used should be consistent with those paid for similar work in the labor market in which the agency competes for the kind of services involved.

3. When an employer other than the agency furnishes the services of an employee, these services should be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost), provided these services are in the same skill for which

Campus Child Care (cont.)

the employee is normally paid. If the services involve skills other than those for which the employee is normally paid, they should be valued in accordance with the instructions presented in paragraphs IV, A, 1 and 2 of this section.

B. Donated Real or Tangible Personal Property

1. Real Property. Only fair market rental value is allowed.

2. Tangible Personal Property. Examples of tangible personal property may include office supplies or workshop and classroom supplies. The amount to be allowed as matching when tangible personal property is donated (donor transfers title) to the approved agency shall be determined as if the approved agency had purchased the materials and had paid the fair market value at the time of the transfer.

3. Use of Property. The value of tangible personal property donated for use only (donor retains title) shall be determined as if the approved agency had rented the property and had paid the property's fair rental value.

C. Other Charges

Other necessary charges incurred specifically for the direct benefit of the child care program may be accepted as matching share, provided that they are adequately supported and permissible under the law. Such charges must be reasonable and properly justified.

V. Record of Matching Contributions

A. Accounting records maintained by the agency must show the amount and nature of matching contributions. Contributions shall be accounted for in the same manner as state funds. In-kind contributions shall be fair value[1] and will be accepted to the extent that the items would otherwise constitute an allowable cost. Records supporting in-kind contributions from third parties must include the following: (1) the extent of volunteer services

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[1] Fair value means the value of a service or other contribution that does not exceed the prevailing costs in the community for similar service or other contributions.

Campus Child Care (cont.)

provided must be supported by the same methods used by the child care program for its employees; and (2) documentation of the basis for determining the charges for personal services, material, equipment, buildings, and land is required.

B. Agency in-kind service records are subject to audit in the same manner and to the same extent as records pertaining to the receipt and disposition of state funds.

C. In reporting expenses, report only actual expenditures of state, local, or other funds. Do not report the value of in-kind contributions as expenditures. The value of in-kind contributions as reported on the approved Office of Child Development form will be utilized by the Department of Education to compute reimbursement of state funds, not to exceed the agency's approved amount of state funds.

Migrant Child Care

1005 Funding and Reimbursement for Migrant Child Care

I. For purposes of establishing a contract amount for existing migrant programs, the following factors will be taken into consideration:

A. Facility capacity.

B. Average hours center will be open during season.

C. Number of teachers and aides needed to meet ratio at all times.

D. Number of hours of work required of all teachers and aides.

E. Number of bilingual staff.

F. The salaries, including fringe benefits of staff.

II. General Funding and Budget Requirements

A. Migrant agencies may choose to conduct one or a combination of three types of programs, Migrant and Child Care Program I, II or IV.[2]

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[2] See Glossary for program description.

Migrant
Child Care
(cont.)

Combination programs may be operated on the same grounds and in the same facility; however, the agency must stipulate which program or combination of programs it wishes to operate. As an example, a director in a federally funded migrant housing camp may apply for Program I and Program IV funds. Each type of program will carry its own funding code.

B. Migrant program budgets must be prepared to cover two segments, using two application forms:

Segment 1: Period - January 1 through June 30

Segment 2: Period - July 1 through December 31
(on a separate application form)

C. The amounts shown as budgeted for each expenditure code in the application form must be for anticipated reimbursement from the State Department of Education's Office of Child Development only. It should not include budgeted amounts for other sources of funds as "Food Subsidy" reimbursements from the State Department of Education, Child Nutrition Services Bureau. *

III. Budget Development

A. Agencies submitting an application for the second half of the fiscal year must complete a separate budget section for each appropriate funding category (Program I, Program II and Program IV on the child development application form titled, "Proposed Budget to Conduct Child Development Program"). The proposed budget will be carefully reviewed by the Office of Child Development to ensure adequate fiscal support for each of the program components.

B. Where an agency conducts more than one type of program, enrollment and attendance records must clearly show that no child is counted in more than one program for the same days of attendance. *

C. Because of the spending limitation within each of the funding categories, agencies may not exceed budgeted amounts in any funding categories unless local resources are available to support such added costs. If additional children are served with other than SDE resources, the level of support must be comparable to that of SDE.

Migrant Child Care (cont.)

D. In order to fully utilize available resources, all agencies should apply to the Child Nutrition Services Bureau, 721 Capitol Mall, Sacramento, CA 95814, for reimbursement of food services expenses. *

IV. Budget Amendments and Revisions

Changes in the number of children served, length of session, and anticipated major changes in program or requests for the purchase of instructional equipment must be approved in advance.

V. Reimbursement *

The Office of Child Development will reimburse allowable child care costs incurred by migrant child care agencies up to the approved maximum amounts for each funding period based on average daily enrollment (a.d.e.). The approved maximum amount for the funding period is indicated on the agency's official funding letter and is subject to amendment either during the growing season or after the season has ended.

The claim for funds submitted by migrant child care agencies is to consist of an expenditure report and data on the days of operation and a.d.e.

The uncertainty of agricultural work activity in any one area of the state requires an ability to respond flexibly with budgetary amendments to assure that funds are placed with agencies that have responsibilities for the care of the greatest number of children. Accordingly, the Office of Child Development reserves the right to reduce an agency's budget through an amendment any time during the fiscal year if it becomes necessary. Amendments are normally made after consultation and concurrence of the local agency administrator.

Reimbursement of costs not to exceed the maximum funding amount specified in the funding approval letter may be claimed by an approved migrant child care provider agency upon documentation of the following:

A. The relationship of average daily attendance (a.d.a.) to the projected attendance goal (p.a.g.) was ninety (90) percent or higher for the approved number of days of program operation, including fifteen (15) start-up days;

Migrant Child Care (cont.)

attendance will be credited for start-up days[3] at the rate of 100 percent of the p.a.g.

B. Expenditures were for allowable costs as defined herein and in Education Code Section 8209. Records of child attendance commensurate with funding level, days of operation, and expenditures were maintained and reported as required by the Office of Child Development. Reimbursement will be made for actual reimbursable program costs minus parent fees, or the funding approval amount, whichever is less.

Attendance/Expenditure Documentation

Required agency attendance and expenditure documentation includes:

A. A monthly report of attendance, income, and expenditures;

B. A daily attendance record; and

C. Accounting records essential to document each source of income, including fees, and all expenditures.

An attendance record form provided by the Office of Child Development is to be used to record daily attendance of children. The attendance record form must be maintained daily and be available for review on request. Special instructions for maintenance of the attendance record form are printed on the reverse side of the form.

Apportionments

The Office of Child Development reimburses allowable costs incurred by migrant child care programs through apportionment of funds. Apportionments are to be made on a periodic basis.

Apportionments shall not exceed the approved funding maximum, and they shall be reduced in the event that a commensurate number of operational and attendance days is not documented by the migrant child care agency. Scheduling of apportionment amounts will normally be made to accommodate the peak enrollment periods.

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[3] A total of fifteen (15) days each fiscal year may be reported for reimbursement purposes to provide for preparatory work of opening centers, staff development, and closing centers.

School-age Parenting

1006 Funding and Reimbursement - School-Age Parenting and Infant Development Program

I. Reimbursement Based on Attendance

A school-age parenting and infant development program's reimbursement rate is based upon the number of parent-infant units plus pregnant students and other nonparent students enrolled for a quarter of the fiscal year, with the actual reimbursement dependent upon the percentage of actual attendance for each student enrollment group computed independently for that fiscal year quarter. Excused absences are considered as actual attendance for reimbursement purposes.

II. Reimbursement Rate

A. Reimbursement from the State Department of Education will be made on a unit rate with the limitation of the attendance factor. Each school-age parent and child will represent one unit. For each unit, the local educational agency will receive:

1. A rate for the infant's care, dependent upon the length of time service is provided during the day.
2. Plus an additional rate for the parenting education component for the school-age parent.

B. In addition to the unit rate reimbursement, the local educational agency shall receive reimbursement for:

Pregnant students enrolled in the parenting education component. Each student will receive the same rate of reimbursement as the school-age parent for this component.

C. For nonparent students enrolled in the parenting education component, no School-Age Parenting and Infant Development Program funds will be allocated. These students will be supported from the general fund.

III. Attendance Records

A. Claims for reimbursement are based on the unit rate of reimbursement multiplied by the attendance factor computed separately for each student enrollment group. Therefore, it is necessary for the local educational agency to maintain accurate, auditable and up-to-date attendance records.

School-age Parenting (cont.)

B. These records must indicate:

1. The names of the school-age parents, infants, pregnant students, and nonparent students enrolled in the program.

2. Each enrollee's daily attendance pattern; that is, present or absent for the day.

3. The absences, either excused or unexcused, for each enrollee.

   (a) An excused absence is absence for any one of the following reasons: illness of the child or parent; quarantine; family emergency requiring the parent, and therefore the child, to travel away from the home; and time spent away from home with a parent or other relative that has been required by a court of law and/or is in the clear best interest of the child. *

   (b) Unexcused absences are any other absences that are not specified.

4. The agency's verification as to the reason for each absence.

5. The total of enrollees, number of excused absences, number of unexcused absences, and actual percentage of attendance for the quarter for each enrollment group.

C. At the infant center, a daily sign-in sheet which states the daily arrival and departure time for each infant shall be maintained.

D. A method of recording attendance shall be maintained. The Report of Attendance for Child Development Programs issued by the State Department of Education may be used for attendance recording. The agency may also develop its own attendance keeping procedure, which provides for the recording of the required information.

E. These attendance records for each fiscal year shall be retained in the agency's files for a minimum of five years after the close of the fiscal year.

School-age Parenting (cont.)

IV. Reimbursement Claim Procedure

A. The attendance records maintained by the agency shall support its claim for reimbursement.

B. The actual claiming for reimbursement is done by submitting to the State Department of Education the "Report of Income, Attendance, and Expenditures for the Parenting and Infant Care Program."

C. The Report of Income, Attendance, and Expenditures for the Parenting and Infant Care Program will require the following information for each student and infant enrollment group:

1. Total number of enrollees;
2. Total number of days of attendance;
3. Total number of unexcused absences;
4. Percentage of total actual attendance;
5. Income received from all sources;
6. Amount and source of matching funds contributed; and
7. Expenditures.

D. The Report of Income, Attendance, and Expenditures for the Parenting and Infant Care Program must be submitted to the State Department of Education in accordance with instructions issued by OCD.

CD Programs

1007 Other Income

I. Other income may serve to supplement the approved funding amount for child development programs. Expenditures equal to categorical income will be deducted from the total expenditures before state reimbursement is computed. Nonreimbursable expenditures will be deducted from the total expenditures reported by the child development agency before computing reimbursement.

Money credited to the child development fund, except funds earmarked for a special purpose, shall have the following *

CD Programs (cont.)

order of receipt and expenditure. Fees collected from parents shall be first-in, first-out. State or state/federal funds apportioned by the State Department of Education shall be second-in, second-out. Funds derived from local taxes and funds from other sources shall be last-in, last-out.

Agencies shall not realize a year-end gain or surplus from fees collected from parents of state or state/federal subsidized children or from state or state/federal funds apportioned by the State Department of Education. *

II. Fee Schedule Income

The fee schedule for child development services is to be utilized by all subsidized child care providers. Income collected from the use of the fee schedule will be deducted from the reimbursement rate that will be computed by the Department of Education.

III. County Maintenance of Effort Funds for Child Care

SB 791/71 and AB 282/72 set forth county maintenance of effort requirements. Counties that must meet the requirement are given the option of arranging for disbursal and expenditure of the funds directly, or of transmitting funds to the Department of Education for apportionment to local child care providers. County welfare departments may, to a large extent, designate how maintenance of effort funds are to be spent, and they may designate the recipient agencies within the framework of the Budget Act language. *

IV. Rent Subsidy

Rent subsidy may be provided to private nonprofit agencies under the following conditions:

A. Agency shall have received rental subsidy in fiscal year 1974-75, which was the base period for establishing eligibility.

B. Agency shall submit copies of the rental agreement for the operative fiscal year from July 1 through June 30.

C. The agreement must specify the actual rental cost for this period.

CD Programs (cont.)

D. Agency must submit proof of its nonprofit status. Proof may be in the form of appropriate papers of incorporation indicating nonprofit tax-exempt status or other approvable documentation.

V. Food Subsidy

Whenever possible, all operating agencies should apply for special federal nutrition funds, surplus commodities, and nonfood assistance from Child Nutrition Services Bureau, State Department of Education. An outline of food support programs for child development programs is available from Child Nutrition Services Bureau on request. When projects are operated by school districts which offer a hot lunch program to students, meals served to children enrolled in child development programs may be contracted with the district food service department if appropriate adjustments are made for young children. Menu items shall be appropriate in texture and food selection for the age of the children. Programs may budget only for those nutrition costs which are in excess of other special food reimbursements.

1008 Attendance Accounting

I. Each applicant agency must maintain an accounting system which provides for the collecting, storing, and disseminating of information regarding attendance, receipts, and expenditures and which can be audited. Accounting records shall provide for the identification of fund sources when more than one source of funds is available.

II. All records of income and expenditures shall be maintained in accordance with budget categories of the latest edition of the California School Accounting Manual, published by the California State Department of Education.

III. When accounting services require additional personnel, costs shall be allowed if they are incurred specifically for the child development program.

IV. Each agency shall maintain attendance documents[4] for each class and/or site as a primary source document for audit purposes.

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[4] Daily sign-in and sign-out sheets, a monthly attendance report, and an ongoing record of fee collection.

CD Programs (cont.)

V. A code for marking presence, excused absence, and unexcused absence shall be used consistently throughout each program. The attendance document shall contain the teacher's or other assigned staff member's original signature.

VI. Daily contact with parents by phone or at home is required to ascertain the reasons for all absences. Such contacts must be made by the child's teacher, teacher assistant, or other assigned staff member. The reason for absence should be noted, signed by the contact person, dated and kept on file.

VII. There are two types of absences: excused and unexcused. *

A. Excused absence[5] means absence for any one of the following reasons: illness of the child or parent; quarantine; family emergency requiring the parent, and therefore the child, to travel away from the home; and time spent away from home with a parent or other relative that has been required by a court of law and/or is in the clear best interest of the child. "EXCUSED" absence may be reported, and reimbursement may be claimed. *

This absence must be verified by contacting the parent either by telephone or written note. All verifications must be specific as to the reason for absence; i.e., cold, flu, fever, sick stomach, etc.

B. Unexcused absence means any other absence other than noted in A. All absences will be recorded on the attendance document and verified as to cause. *

1009 Claiming

I. Each child development agency shall maintain accurate and up-to-date attendance and expenditure information in order to support its claim for reimbursement.

II. Claims for reimbursement are based upon the average daily enrollments or hours of attendance of eligible children; that is, children properly certified and enrolled in the program. *

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[5] There is no legal restriction on the number of allowable days for excused absences. Agencies are advised to exercise local discretion

CD Programs (cont.)

III. Claim reports shall be submitted to the Office of Child Development by all funded agencies on a regular basis. The attendance hours of all children enrolled in the program, both subsidized and nonsubsidized groups, must be reported, and all program income and expenditures must be reported. Other reports may be required as needed by the Office of Child Development. An annual report form is used for the year-end summary prepared after the last month of operation. Reporting forms will be provided to subsidized agencies by the State Department of Education.

IV. WIN Child Care

Reimbursement expenditures for child care services for children of WIN participants is to be made through a claim to be presented to the local county welfare department. Child care providers operating under contract with the Department of Education are to report attendance and cost data on WIN child care to the Department of Education. Reimbursement of costs for WIN participation will not be made by the Department of Education. Inquiries about reimbursement for WIN child care may appropriately be addressed to the county welfare department in each county.

V. Indirect Cost Claims

A. Private nonprofit and proprietary agencies involved in the operation of child development and other programs funded under grant awards or contracts often incur overhead costs that are attributable to more than one program. Claiming of such costs is in many instances most effectively accomplished through application of a predetermined indirect cost rate.

B. The indirect cost rate may be applied to the total cost of salaries and benefits of the SDE funded program. *

C. Indirect costs are to be claimed only after the development of a cost allocation plan which must provide the rational basis for the claim. If indirect costs are claimed, the cost allocation plan must be on file in the headquarters of the agency that submits the claim. It must be available for review by the staff members of the State Department of Education. *

Cost allocation plans are to be completed in accordance with the Federal Management Circular 74-4.

CD Programs (cont.)

D. The Office of Child Development will reimburse indirect costs incurred by private tax-exempt and non-tax-exempt organizations involved in the operation of two or more programs funded under grant awards or contracts. A charge for indirect costs, not to exceed the approved Office of Child Development rate, will be honored by the State Department of Education.

E. Agencies with an approved HEW indirect cost rate may submit documentation of the HEW approval to the Office of Child Development for consideration of a rate which exceeds the Office of Child Development's approved rate.

VI. Depreciation or Use Allowance *

Claims for depreciation or use allowance, when completed in accordance with provisions of Guidelines for Depreciation or Use Allowance Charges, will be honored.

County Welfare Department

VII. Administrative Costs *

Cost incurred in referrals, determination of eligibility, reporting, and determining need for child care services are not reimbursable through the Standard Agreement.

Other necessary and reasonable administrative costs directly attributable to the provision of child care, excluding those noted above, may be claimed through the Standard Agreement within the reimbursement maximums.

CD Programs

1010 Capital Outlay

I. Capital outlay is defined as "Amounts paid for the acquisition of fixed assets or additions to fixed assets, including land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or initial and additional equipment." (California School Accounting Manual, VII-2, 1978) Expenditures for capital outlay will not be state reimbursed except for the following:

A. Items of instructional equipment that are to be used by teachers and children.

B. Items of classroom furniture and other equipment essential for the operation of the program.

CD Programs (cont.)

As a condition for purchase and reimbursement, the agency shall maintain a complete, accurate, and current inventory to include all such equipment purchased during the year; such inventory shall indicate type of item, model or any other identifying numbers, date of purchase, and purchase price. An inventory of all equipment items purchased during the current year will be provided to the Department of Education after the close of the fiscal year as a further condition for reimbursement.

Prior written approval from the Office of Child Development is required for all equipment purchases of $300 or more that are to be claimed for state reimbursement.

Agencies may be compensated for the use of buildings, capital improvements, and equipment through use allowances or depreciation. Use allowances are means of providing compensation in lieu of depreciation or other equivalent costs. A combination of two methods may not be used with a single class of fixed assets.

The computation of depreciation or use allowance must be based on acquisition cost exclusive of any cost for land. When a depreciation method is followed, adequate property records must be maintained.

Any generally accepted method of computing depreciation may be used. The method of computing depreciation must be consistently applied for any specific asset or class of assets and must result in equitable charges based on the extent of use of the assets for subsidized child care purposes.

Assets that have been charged as an expense in the year of purchase may not be carried on depreciation schedules. Use allowance charges must be specifically approved in advance by the Office of Child Development.

1011 Audit Requirement

I. All agencies that contract for child development programs funded by the State Department of Education are required to submit an annual financial audit. The report is due in the early fall for the prior fiscal year. County superintendents and school district programs are to submit audit reports in accordance with State Department of Finance instructions per Education Code Section 84040. All other programs are to provide audits completed in accordance with instructions provided by the Office of Child Development.

CD Programs (cont.)

II. It is recommended that the auditor obtain permission of the agency to mail two copies of the audit report to the Department of Education, Accounting Office, 721 Capitol Mall, Sacramento, CA 95814. The cost of these audits may be claimed for reimbursement within the approved budget. It should be emphasized that the submission of a satisfactory audit is a requirement for continued funding of a child development program.

* III. Each applicant agency shall maintain and retain for three years the following records for audit purposes and have them available for review by consultants from the State Department of Education and by auditors:

- A. Certification records which contain the child's name, date, and documentation of eligibility.
- B. Enrollment, attendance and termination dates on attendance forms which are verified by the teacher's signature.
- C. Verification of excused absence.
- D. Dates of medical and dental examinations.
- E. Record of follow-up referral for treatment, dates, and types of immunization given.

IV. The latest edition of the California School Accounting Manual shall serve as the official document specifying the accounting procedures to be used in child development programs.

1012 Federal and State Laws and Regulations

I. All federal and state requirements must be met by agencies that utilize federal and/or state funds to provide child care services. Noncompliance with applicable laws, rules, and regulations will serve as a basis for the State Department of Education to terminate funding of any contracting agency that is not in full compliance at all times during the funding period.

II. Agencies are advised that in-home day care, other than that which occurs on a casual basis, is subject to the provisions of the federal minimum wage.

- A. Casual basis is defined as employment which is irregular or intermittent and which is not performed by an individual whose major support is derived from that source.

CD Programs (cont.)

B. Individuals who engage in in-home care as a full-time occupation are not considered to be on a casual basis.

1013 Comparability

State or state/federal subsidies are not available to pay any portion of the cost of care for families that are not eligible in accordance with state eligibility criteria. The cost of such full cost service must be paid directly by the family and/or from other local resources in an amount at least equal to the current-year state or state/federal reimbursement for subsidized families.

CD Programs (cont.)

1101 Organizational Structure

I. An agency making application to provide services shall delineate the organizational and administrative structure in which the program will be carried out. One person within an agency shall be responsible for the program with delegation of responsibility to other personnel as necessary. To comply with both Title 22 and Title 5 of the California Administrative Code, an agency must designate a "head teacher" or director as defined by Title 22 for each site operated by that agency; if the agency maintains three or more sites, it must appoint a person who possesses a Supervisor's Permit issued by the Commission for Teacher Preparation and Licensing. Realistic time allotments should be made so that it is possible for personnel to carry out their duties. Salaries and time assignments should be in accordance with district or agency practice and competitive with those offered by other local public or private agencies for employees with similar training, experience, and responsibility.

1102 Assurances

I. Child development agencies must provide the following assurances:

A. That programs will meet all applicable state, federal, and local laws.

B. That programs will not include religious instruction or worship, nor will any funds be used for the general support of any private or church-related school system.

C. That the agency will abide by the requirements of the Fair Employment Practices, Affirmative Action Employment, and the Department of Labor Regulations governing the minimum wage law.[1]

D. That the use or disclosure of financial or other information maintained in the individual basic data file concerning enrollees and their families will be limited to purposes directly connected with the administration of the child development program. No other use of this information may be made without the parents' prior written consent.

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[1] See Subsection 1012 for specific information on minimum wage law.

CD Programs (cont.)

1103 Personnel Policies and Procedures

I. The program shall provide for adequate personnel and related staff support services which permit the attainment of the program's objectives.

II. There shall be written personnel policies giving job descriptions, qualification requirements, and statements of employee benefits and responsibilities, including a grievance procedure and compensation plan.

III. Recruitment and selection of personnel shall make use of nonprofessional positions and give priority to employment of welfare recipients and to low-income people.

IV. All staff members must be of good character and equipped by education, training, and/or experience for the work they are required to do.

V. All staff members must have the physical and mental fitness appropriate to their tasks.

VI. The agency responsible for the administration and/or the operation of a child development program shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, sex, age, national origin, or physical handicap.

VII. Affirmative action shall be taken to adopt and implement plans for increasing the numbers of women and persons of minority, racial and ethnic backgrounds at all levels of responsibility.

VIII. In keeping with the philosophy of providing new careers for the economically disadvantaged, operating agencies shall give priority to employing low-income or welfare recipients. Parents who show aptitude should be hired as assistants to the extent that their employment is feasible. Such persons should be encouraged to extend their educational preparation. A plan for continuing education for interested low-income employees should be worked out in cooperation with the local welfare office. Information should be given to these employees about supplements to family allowances to compensate for cost of child care, transportation, tuition, etc. Such supplements are available in some counties to low-income or welfare recipients who embark on approved training or education programs.

CD Programs (cont.)

1104 Accounting System

I. Each applicant agency must maintain an accounting system which provides for the collecting, storing and disseminating of information about attendance, receipts, and expenditures and which can be audited. Accounting records shall provide for the identification of fund sources when more than one source of funds is available.

II. All records of income and expenditures shall be maintained in accordance with budget categories of the latest edition of the California School Accounting Manual, published by the California State Department of Education. All records essential to document claims for state/federal funds must be retained for a period of five years for possible future audits. Such records include income and expenditure reports, attendance, family eligibility, and any other documentation that may be required to support prior claims.

III. When accounting services require additional personnel, costs shall be allowed if they are incurred specifically for the child development program.

1105 Class Size

I. Class size cannot be set arbitrarily at maximum or minimum numbers of children but must reflect the available facilities and the provision of adequate staff. The agency shall determine age or developmental grouping needs, the number of assistants or volunteers obtainable, space available, etc., in planning class size. Teacher/child and adult/child ratio requirements must be met.

1106 Coordination of Supportive Services

I. Regardless of the source of the program funds, operating agencies will be serving primarily low-income families. Great consideration in coordinating the efforts of all agencies who offer help to such families is required. Representatives of the education agency, the welfare agency, the health agency, and any other agency which regularly offers services to a family should attempt to plan together.

CD Programs (cont.)

1107 Purchase of Service Agreements

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I. When and if it is determined that an applicant for child development funding proposes to assign any responsibilities which are deemed by the funding agency to more appropriately belong to the applicant agency, the applicant agency shall be requested to revise its proposal to the extent that the funding agency prescribes.

II. The Office of Child Development does not discourage the purchase of administrative and/or support services by agencies from outside organizations and/or contractors. However, any purchase of services in excess of $500 must be approved in advance in writing by OCD. Approval or disapproval of such purchases will be based on the following considerations: *

A. The extent to which the proposed purchase would remove from the applicant agency direct control of any portion of the functions for which the OCD holds the applicant responsible;

B. The extent to which the proposed purchase would duplicate services already available from the applicant agency itself and/or from the State Department of Education's Office of Child Development and/or other governmental entities, and

C. The appropriateness of the proposed purchase in light of the importance of and need for the service and the agency's overall budget.

GLOSSARY

For the purpose of these guidelines only, this glossary defines some of the words and phrases used throughout this publication. Although most of the words and phrases are defined in the text, the glossary is a way to review these definitions.

ADULT. Any person sixteen (16) years of age or over who is employed as an aide in a child development program to work directly with children under the supervision of a teacher.

AFDC TRAINING AND JOB-RELATED SITUATIONS. Such as where a child is receiving child care services on behalf of a primary recipient who is included in the AFDC financial assistance grant and who is receiving one or more services which are training or job-related.

AGRICULTURAL ACTIVITY. Any activity related to crop production including, but not limited to, soil preparation and storage, curing, canning, or freezing of cultivated crops. Activities on farms or ranches related to the production and processing of milk, poultry, livestock and fish are also considered to be agricultural activities. The catching and processing of fish from ocean or stream, or fish farm are now included in this definition.

CASH CONTRIBUTIONS. Money contributed to the agency by other public agencies or institutions or by private organizations or individuals. State funds may not be identified as cash contributions.

CHILD CARE SERVICES PROGRAM. A comprehensive and coordinated system of social services for prekindergarten and school-age children, aged fourteen (14) years or less. Such services shall include, but not be limited to, supervision, health, nutrition, parent participation, and related social services, provided through a variety of full- and part-time child care delivery systems approved pursuant to Division 12.5 of the Education Code, licensed pursuant to Section 1310 of the Health and Safety Code or accredited pursuant to Section 8245 of the Education Code. These child care delivery systems include public and private children's centers, group child care, family day care home and in-home care.

CLIENT. A recipient of services.

COMPREHENSIVE ANNUAL SERVICES PROGRAM PLAN (CASP). A plan prepared annually by the State Department of Social Services in accordance with Title XX of the Social Security Act, describing the services to be provided.

DAY CARE/CHILD. Care and supervision of a child by a person other than the normal caretaker, either in or out of the child's home, for a period not exceeding 23 hours per 24-hour period.

DISABLED. An individual who is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted, or can be expected to last, for a continuous period of not less than twelve (12) months.

EDUCATION AND TRAINING. Formalized instruction and practice in academic subjects or skill achievement.

ELIGIBLE. Entitled, in accordance with laws and regulations, to receive services if they are needed.

FAMILY. The basic family unit consisting of one or more adults and children, if any, related by blood, marriage, or adoption, and residing in the same household. Where related adults, other than spouses, or unrelated adults reside together, each may be considered a separate family. Children living with nonlegally responsible relatives, emancipated minors and children living under the care of unrelated persons may also be considered one-person families. This definition shall be used for eligibility determination purposes.

FAMILY CHILD CAREGIVER. Any adult eighteen (18) years of age or older who provides care for children in his/her own family home.

FAMILY CHILD CARE HOME. A child development program which provides child development services as defined in Education Code Section 8211 in a private family home to no more than twelve (12) children.

FULL COST. Children whose families are not eligible for subsidized child care services but who have decided to pay the full cost of the program to obtain the services.

FULL-TIME CHILD CARE. Care provided for 32 hours or more per week in periods of less than 24 hours per day.

GOALS. Goals are those designated in Title XX of the Social Security Act toward which all services funded under that Title must be directed.

GROUP CHILD DEVELOPMENT PROGRAM. A program which is conducted in a public or private facility other than a private family home, which provides child development services to a group of twelve (12) or more children, as defined in Education Code Section 8211.

INCOME ELIGIBLE RECIPIENT. An income eligible recipient is a person or family whose gross income upon admission to service is at or below 84 percent of the state median income, adjusted for family size. Families whose eligibility is established at admission remain eligible until gross income exceeds 115 percent of the state median income, adjusted for family size.

INDIRECT COSTS. A proportion of general and actual expenses that may be charged to each activity by agencies with two or more programs funded under grant awards or contracts.

INFANT. A child who has not yet reached his or her second birthday.

IN-KIND CONTRIBUTION. The value of noncash contributions provided by the agency, by other public agencies or institutions or by private organizations or individuals. In-kind contributions may consist also of the reasonable rental value for real property or equipment or the value of goods and services directly benefiting the child care program and specifically identifiable to it.

KINDERGARTEN CHILD. A child who is enrolled in a regular kindergarten class of a public or private school. Generally, this child is between four (4) years, nine (9) months, and six (6) years of age.

MATCHING SHARE. Amount of local contributions required to obtain matching state funds; i.e., 25 percent local, 75 percent state.

MEDIAN INCOME. For California that amount is designated for a family of four each year by the United States Secretary of Health, Education and Welfare.

MEDI-CAL RECIPIENT. An individual receiving social services on the basis of income and eligibility for medical assistance in accordance with the approved State Plan under Title XIX, and who is not an AFDC or SSI recipient, or an individual whose income and resources are taken into consideration in determining the amount of assistance.

MEDICALLY NEEDY. Persons who are certified eligible for child care services on the basis of income and have been certified as medically needy on the basis of income under the State Medi-Cal program in accordance with Title XIX of the Social Security Act.

MIGRANT CHILD. A child who has moved with his or her family from one school district to another during the past year in order that a parent or other member of his or her immediate family might secure employment in agriculture or in related food processing activities. Eligibility also includes the former migratory child who, with the concurrence of his or her parents, is deemed to be a migratory child on the basis that he or she has been a migratory child as defined above, but has ceased to migrate within the last five years and currently resides in an area where migratory children will be served.

MIGRANT PROGRAMS.

Program I

Child care program provided in state-subsidized migrant housing camps for children (ages 0-14) from families who meet the definition of migrant (see definitions), live in state-subsidized housing camps, are currently registered on the Migrant Student Record Transfer Systems (MSRTS), and are otherwise eligible for social services under the provision of Title XX. If space is available, children of families living near, but not in, the camp may be enrolled in this program.

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Program II

Any program which is designed to expand child care services to: (1) children (ages 0-14) from families who do not live in state-funded migrant housing camps who are currently registered on the Migrant Student Record Transfer Systems (MSRTS), who meet the definition of migrant and who are otherwise eligible for social services under the provision of Title XX; and (2) former MSRTS children from families who do not live in state-funded migrant housing camps, who have settled in an agricultural area, and whose income is derived from seasonal work in agriculture or agriculturally related industry.

Program III

(There are no funds available for Program III.)

Program IV

A year-round child care program operated in rural areas for children of agricultural families who derive 50 percent of their yearly income from agriculturally related industry. These families need not meet the definition of migrant workers but their needs are otherwise the same as those of migrant families.

MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS). A computerized record transfer service that operates throughout the U.S. (excepting Alaska and Hawaii). The system is designed to record and maintain educational and health data including a history of schools attended for migrant children. As the migrant child moves from one school district to another school district following the crops, the MSRTS provides the school with important data regarding the child's grade level and health history.

MIGRANT WORKERS. Those persons who have moved from one school district in a state to another in the same state or to one in another state for the purpose of finding temporary or seasonal employment in one or more agricultural activities as defined herein.

PART-TIME CHILD CARE. Care provided for less than 32 hours per week in periods of less than 24 hours per day.

PRESCHOOL CHILD. A preschool child is a child who has passed his or her second birthday but has not yet passed the age of four (4) years, nine (9) months, or any child who has passed the age of four (4) years, nine (9) months but has not passed the age of five (5) years, nine (9) months and has not yet entered kindergarten.

PRIMARY RECIPIENT. An individual with whom, or for whom, a specific goal is established and to whom services are provided for the purpose of achieving the goal. Services are considered to be provided to the primary recipient when they are provided to, or on behalf of, other members of the primary recipient's family to facilitate achievement of his or her goal.

PROJECT COSTS. All necessary charges incurred by an applicant agency in accomplishing the objectives of the contract during the project period, including allowable in-kind contributions made by third parties. Project costs are limited to allowable costs as provided in the California State Education Code and the California School Accounting Manual.

PROTECTIVE SERVICES FOR CHILDREN. Any service included in the social service plan, which has a goal of protection, and which has been determined necessary to the successful delivery of protective services for children, may be provided to any person without regard to income as a part of the protective services for children program. Determination of the need for such services shall be made by the protective services staff of the county welfare department.

RECIPIENT. A person receiving social services unless otherwise qualified.

RECIPIENT OF AFDC. A dependent child, parent of the child, needy caretaker relative of the child, or spouse of the parent whose needs are met in whole or in part by a cash money payment under the state program in accordance with the Social Security Act.

REFERRAL TO SERVICES. Making known to a responsible person in a human service agency that an individual desires or requires the services of that agency, together with such acts as may be required to assist the individual to avail himself or herself of that resource.

REFUSED CASH GRANT. Persons who have been determined by the county welfare department to be eligible for one of the categorical programs, but who have decided not to accept a cash grant.

SSI/SSP, Supplemental Security Income/State Supplemental Program. This is a cash grant program for persons who are aged, blind, or disabled. It is operated by the Social Security Administration under the provisions of Title XVI of the Social Security Act.

SCHOOL-AGE CHILD. A child who is enrolled in grade one (1) through ten (10) in either a public or private school, or in the case of a child who is not enrolled, one who has passed his or her sixth (6th) birthday but has not yet passed his or her fifteenth (15th) birthday. No child who has passed his or her fifteenth (15th) birthday is eligible for enrollment in a child development program.

SOCIAL SERVICES. Those services that are an integral part of a child care services program and are provided in accordance with state social services regulations.

STATUS ELIGIBLE. Entitlement on the basis of being a recipient of Supplemental Security Income/State Supplemental Program (SSI/SSP) or Aid to Families with Dependent Children (AFDC).

SUPPORT ACTIVITIES. Activities related to the overall services operations. Support activities are broadly based and can seldom be identified specifically for any given program, goal or individual recipient. The activities benefit the recipient population in whole or in part through Titles XX or IV-B, and are federally funded.

TEACHER. In a child development program the teacher shall be defined as any person holding a permit issued by the Commission for Teacher Preparation and Licensing. Any person holding a teacher credential issued either by the State Board of Education or the Commission for Teacher Preparation and Licensing is deemed to hold a regular child development permit to supervise and instruct in child development programs.

TITLE XX. Defines public social services under the Federal Social Security Act enacted by Public Law 95-647. In California, these services are described by the Comprehensive Annual Social Services Plan which may be obtained from the State Department of Social Services.

USE ALLOWANCES. The means of allowing for compensation for the use of buildings, capital improvements, and equipment.

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